



# **DISTRICT N-1 POLICY MANUAL**

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# **DISTRICT N-1**

## **POLICY MANUAL**

### **Purpose:**

The purpose of this manual is to provide print procedure, uniform policy and operating information for Lions of District N-1.

The material included is to provide a guide to the District Governor, the Club Presidents, other offices of the District and Lions Clubs in matters of policy in operating the various programs in the District.

This Policy Manual is intended to supplement the Lions International Constitution and By-Laws, the Multiple District N Constitution and By-Laws and the District N-1 Constitution and By-Laws.

## Item 1; **FINANCES**

### **A) PERMISSIBLE DISTRICT GOVERNOR'S EXPENSES**

The following expenses will be considered allowable expenses to be paid by District N-1 to the serving District Governor or his/her representative, unless Lions Clubs International covers them. The maximum limit allowable under this policy will be \$3.00 per member per year, as included in the budget, and Lions International Rules of Audit will apply, except as specified in this Policy.

1. Mileage, tolls, ferries, accommodation and meals (no liquor) to attend the District N-1 Organizational Meeting, Cabinet Meetings and Multiple District N Council Meetings.
2. Mileage, tolls, ferries, accommodation, meals (no liquor) and hospitality books, for Sub-District Convention, Multiple District Fall Conference, Multiple District Convention, for District Governor and spouse, which are above the coverage allowed by Lions International.
3. The spouse of the District Governor Elect shall be eligible for expense reimbursement of up to \$1000.00 for travel to an International Convention with the District Governor Elect. The amount shall be budgeted and approved by District Cabinet and rules of audit shall apply.
4. Mileage for District Governor, or official representative, to do Club's visitations will be topped-up to the rate established in this policy.
5. District Governor, or official representative, expenses to attend the funeral service or memorial of Lions and the Cavalcade for Diabetes.
6. District Governor expenses to attend other official District projects or events.
7. Reasonable expenses for District Governor to meet with the press, to promote the positive image of Lionism in District N-1 or to meet with Government Officials to promote District or Lions International projects or image which is deemed to be in the best interest of the District.
8. Photocopying, telephone, postage or other office expenses not covered by Lions International.
9. Individual Clubs may donate to the District Governor for a job well done, if they wish, but shall not be solicited by any District Officer.
10. An official representative may be designated by the District Governor from time to time.

**B) PERMISSIBLE FIRST VICE DISTRICT GOVERNOR’S EXPENSES**

The following expenses, up to the amount included in the budget, will be considered as allowable expenses to be paid by District N-1 to the first Vice District Governor, excluding any expenses covered by Lions Clubs International.

1. Mileage, tolls, ferries, accommodation and meals (no liquor) to attend the District N-1 Organizational Meeting, Cabinet Meetings and the August Multiple District N Council Meeting(s), if held.
2. Mileage, tolls, ferries, accommodation, meals (no liquor) and hospitality books for VDG and spouse to attend Sub-District Convention, Multiple District Fall Conference and Multiple District Convention.
3. When the first Vice District Governor is acting as the official representative of the District Governor, his / her expenses, if any, will be reimbursed from the District Governor’s allotted budget.
4. Photocopying, telephone, postage or other office expenses.

**C) PERMISSIBLE SECOND VICE DISTRICT GOVERNOR’S EXPENSES**

The following expenses, up to the amount included in the budget (maximum \$1,500.00), will be considered as allowable expenses to be paid by District N-1 to the second Vice District Governor, excluding any expenses covered by Lions Clubs International.

1. Mileage, tolls, ferries, accommodation and meals (no liquor) to attend the District N-1 Organizational Meeting, Cabinet Meetings and the August Multiple District N Council Meeting(s), if held.
2. Mileage, tolls, ferries, accommodation, meals (no liquor) and hospitality books for VDG and spouse to attend Sub-District Convention, Multiple District Fall Conference and Multiple District Convention.
3. When the second Vice District Governor is acting as the official representative of the District Governor, his / her expenses, if any, will be reimbursed from the District Governor’s allotted budget.
4. Photocopying, telephone, postage or other office expenses.

#### **D) PERMISSIBLE EXPENSES FOR CABINET SECRETARY-TREASURER**

The following expenses, up to the amount included in the budget, will be considered allowable expenses to be paid by District N-1 to the serving Cabinet Secretary-Treasurer, unless Lions Clubs International covers them.

1. Mileage, tolls, ferries, accommodations and meals (no liquor) to attend the District N-1 Organizational Meeting and Cabinet Meetings.
2. Mileage, tolls, ferries, accommodation, meals (no liquor) and hospitality books for CST to attend the Sub-District Convention and the Multiple District Convention, which are above the coverage allowed by Lions International.
1. Photocopying, telephone, postage or other office expenses not covered by Lions International.

#### **E) PERMISSIBLE EXPENSES FOR COMMITTEE CHAIRS**

1. Absolutely no expenses will be reimbursed to Committee Chairs, without prior approval by the District Governor or the Cabinet.

#### **F) EXPENSES FOR ZONE AND REGION CHAIRS**

1. Expenses for Zone Chairs, and Region Chairs if utilized, will be as budgeted by Cabinet. Any Zone or Region Chair not accomplishing his/her duties as prescribed will not be reimbursed, or only partially reimbursed, as determined by the District Governor and the Cabinet Secretary-Treasurer.

#### **Item 2; EXPENSE CLAIM FORM**

All expenses claimed must be submitted on the form titled "District N-1 Expense Claim Form", signed by the claimant and counter signed by the Cabinet Secretary-Treasurer and the District Governor and audited by the District N-1 auditors, when the books are audited at the end of the term to make sure that the policy was followed.

1. This "District N-1 Expense Claim Form" is part of this finance policy. A copy of the form is shown on the following page.
2. No expenses shall be reimbursed unless this form is submitted, with accompanying receipts, by Cabinet Officers and District Committee Chairs.
3. Reimbursement for expenses will not be made without receipts, with the exception of mileage.
4. Mileage will be reimbursed at 25¢ per kilometre.

5. Hotels will be reimbursed only up to the approved Convention rates.
6. Any meal claim supported by receipt will be reimbursed only up to the established maximum rates of \$45.00 per day. (\$10 for breakfast, \$15 for lunch, \$20 dinner)
7. Photocopies will be reimbursed at cost, except for Lions making their own copies at home, they will be reimbursed up to a maximum of 12¢ for one sided copies and 18¢ for two sided copies and an invoice must be submitted.
8. Eligible expenses covered by Lions International must first be requested, before an expense claim is submitted to the District.



**LIONS CLUBS INTERNATIONAL  
District N-1 Expense Claim Form**

PURPOSE OF VISIT  
(Please check "CODE" Column)

A - Annual  
C - Charter Night  
O - New Club Organization  
S - Special (explain)

Name: \_\_\_\_\_  
First Last  
 Title: \_\_\_\_\_ District: \_\_\_\_\_ Month Of \_\_\_\_\_

Day	Location Visited	C O D E	RECEIPTS MUST BE ATTACHED				Transportation (Cancelled Tickets A Front of Payment)	Local Transp. Total	Auto		Total
			Breakfast	Lunch	Dinner	Hotel			Office Exp.	Kms.	
1											
2											
3											
4											
5											
6											
7											
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31											
<b>TOTALS</b>											

**Notes:**  
 1. These expenses are ONLY for expenses above or not covered by Lions International.  
 2. Receipts MUST support all expenses claimed.  
 3. All receipts submitted will be at 25 cents per kilometer.  
 4. In 1988, 1989, 1990 and 1991, the maximum amount reimbursed was \$45 per day.  
 5. Meals (incl. alcohol) will be reimbursed to a max of \$45 per full day (1992 onwards) (\$10 - breakfast, \$20 - dinner).

**All RECEIPTS MUST BE ATTACHED**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ (District Governor)  
District Secretary approval is required for all expenses other than membership  
 Approved By: \_\_\_\_\_ (Club Secretary-Treasurer)  
 Apr-08

### **Item 3; FUNDRAISING**

It shall be understood that the District cannot tax the Clubs for a fundraising activity or project. Such funds must be given on a voluntary basis.

Only the District can conduct fund-raising activities such as raffles and ticket sales at a Cabinet meeting or District Convention.

Although all Lions Clubs are members of the International Association of Lions Clubs and, as such, are expected to follow the International Constitution and By-laws of the Association and such other rules, as may be laid down from time to time by the Association, it must be remembered that each Club is completely autonomous insofar as Local, District and International projects are concerned. Participation by any Lions Club in a District project, no matter how big or small, is entirely a matter for each Club to decide. Each Lions Club is encouraged to participate in any project which has been approved by the District Cabinet as a District project, but in no way is such participation mandatory or obligatory.

The following procedure shall be followed prior to consideration and adoption or approval of any project as a District Project:

- (A) Approval in principle shall be obtained from District Cabinet. Any request for consideration must be submitted to the District Governor, who will in turn pass it to Long Range Planning and Constitution and By-laws for their recommendation. The proposal shall be provided to all Clubs in District N1 by way of the District Governor's Newsletter 30 days prior to the Cabinet Meeting or District Convention at which the Motion in Principle will be presented. The following information must be provided at the time of the request:

- 1) Project Name
- 2) Reason and Justification
- 3) Total Project Costs
- 4) Project Time Line

- (B) If the District Cabinet gives their Approval in Principle, the District Governor shall appoint a District Project Committee who shall determine the following and report the same at the next or subsequent Cabinet Meeting or District Convention with the time frame not exceeding six full months:

- 1) Number of Clubs confirmed in writing who will participate and contribute.
- 2) Total dollar amount of pledges from those Clubs willing to participate and contribute.



- (C) Confirmation of sufficient or non-sufficient Club funding and Club participation shall be presented to Cabinet by the District Project Committee with its recommendation:
  - a) To approve the project; or
  - b) To defer to the next Cabinet Meeting or Convention if it is deemed additional information is needed; or
  - c) To abort the project.
  
- (D) District Cabinet shall consider the recommendation(s) from the District Project Committee and render its decision. Note that approval of the project may be subject to the awarding of a Lions Clubs International Fund (LCIF) Grant. If this is the case, see (E) below.
  
- (E) Should the project be approved, subject to the awarding of a Lions Clubs International Fund (LCIF) Grant, the following shall apply:
  - 1) Approval in principle from District Cabinet.
  - 2) Sufficient funding pledges from the Clubs, in writing, to meet the criteria required by LCIF to apply for a grant.
  - 3) District Cabinet approval of the project, pending the awarding of a matching LCIF grant.

## **Item 4; DISTRICT DRESS**

### A) DISTRICT GOVERNOR

The District Governor shall wear the official MD N Dress or business suit when making his/her official visit to Lions Clubs or other official functions representing the District or Lions Clubs International.

The District Governor shall wear the official MD N dress or business suit at all Fall Conference business sessions.

The District Governor shall wear the official MD N dress or business suit at the Necrology Service and at all Multiple District business sessions.

The District Governor shall wear a WHITE dinner jacket at the head table of the District N-1 Convention, at the head table of the District Governor's Elect Banquet, at the International Night of the MD N Convention, and at the head table at the Fall Conference.

## B) PAST DISTRICT GOVERNORS

At all banquets, the Past District Governors and the Past International Directors, shall have the option of wearing white or black dinner jackets, the official District dress or business suit when not at the main head table. Head table guests dress as per the guidelines for District Governors.

## C) LIONS

Lions have the option of wearing vests, Club shirts, Club sweaters or District casual wear at all District meetings.

Lions have the option of wearing business suits, dresses, jacket and tie, dress pants or skirts and Lions vests, or the official District dress, with dress pants or skirts at all banquets. Regalia (bib, etc) for Baby Lions is a Lions Clubs program and will not be recognized at the formal banquets of the District.

## **Item 5; AMENDMENTS**

### AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS

- A) Any amendments, additions, deletions or revisions to this Policy Manual shall first be submitted to the Constitution and By-Laws Committee for review and recommendation and then presentation at the next Cabinet Meeting. Such changes shall only become effective after an affirmative vote of a clear majority of the delegates present, qualified and voting at the next Sub-District Convention.
- B) All amendments must be forwarded to all Lions Clubs at least thirty (30) days prior to the vote.
- C) It shall be the responsibility of the District's Constitution and By-Laws Chair to, immediately after adoption of such amendments, additions, deletions or revisions, insert same or appropriately update this manual.
- D) It shall be the duty of the District Cabinet Secretary-Treasurer to forward approved amendments to all the Lions Clubs, within thirty (30) days.

**Item 6; ADOPTION AND SIGNATURE**

This District N-1 Policy Manual has been adopted on April 20, 2008.

SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_  
DG Luke Stennick CST George Mitton

**Item 7; DATES of AMENDMENTS and SIGNATURE**

April 19, 2009	Cabinet Secretary-Treasurer	_____
April 18, 2010	Cabinet Secretary-Treasurer	_____
April 17, 2011	Cabinet Secretary-Treasurer	_____
April 29, 2012	Cabinet Secretary-Treasurer	_____
April 27, 2014	Cabinet Secretary-Treasurer	_____
April 19, 2015	Cabinet Secretary-Treasurer	_____

# APPENDIX A

## Rules for Claiming Club Gongs

Any club in this district visiting another club for the purpose of claiming a gong must have the required number of members as indicated in the chart below and must stay for the majority of the meeting of the club they are visiting.

A gong can only be claimed or retrieved on a regular meeting night. Only the gong may be claimed. No other piece of property may be removed from a club's premises.

Any club having a gong belonging to another club will not hide, lend, or give that gong to any other club.

To claim your gong and retrieve a gong on the same night, a club must have the required number of members as indicated in the chart below.

District N-1		
Members required to collect a gong		
	Claim a gong	Retrieve and claim
Clubs with 20 and under members	2	4
Clubs with 21 to 29 members	3	6
Clubs with 30 and more members	4	8

A club visiting another club must first retrieve their own gong if it is there.

If by chance there are two clubs visiting a Lions Club on the same night, the following rules will apply:

- a) The club traveling the farthest distance claims the gong.
- b) If the distance is the same for each club, the club with the largest number of members claims the gong.

There will be no IOU's on gongs

If any gong has not been retrieved within six (6) months, it shall be the responsibility of the club holding the gong to make another visit to the gong's home club and return it to the club. The same gong may not be re-claimed again until the following Lionistic year.

If a gong is lost or damaged in the custody of another club, it shall be replaced or repaired at no cost to the owning Club.

For the purpose of this article, the District Governor or a Cabinet Officer is not counted as a member of his/her club on the occasion of an official visit.

## **APPENDIX B**

### **VISITATION CREDIT RULES**

In order to receive a credit on your visitation card, you must:

1. Attend the majority of the meeting of another Lions Club.
2. Attend another club's Charter Night.
3. Attend the majority of a Zone, Region or Cabinet meeting.
4. Attend the majority of a seminar presented outside your Club by Lions.
5. Attend the majority of a Leo meeting (Club or District or MD).
6. Attend a District or Multiple District Committee meeting of Lions whether serving on that committee or not.
7. Attend a Banquet at a Convention of the Sub-District or Multiple District.
8. Attend any training session at District Officers School.
9. Attend any Lions function, outside your Club, in an official capacity.
10. Attend a seminar or training session at Multiple District Conference or Convention.
11. Attend a Meet & Greet, provided it is held outside the Convention hotel.
12. Attend a Necrology Service at Club, District or Multiple District level.
13. Attend a Business Session at a District Convention, MD Fall Conference or MD Convention.
14. Attend a Speakout at any level of Lionism (Club, Zone, District or MD).
15. Attend any official activity at an International Convention.
16. Attend a Zone, Region or District sport event.
17. Attend a joint meeting at another Lions Club (your Club and their Club).

#### ***RULES:***

1. Visitation Cards will be provided by the District.
2. Card may be signed by Club President or Secretary of Club you are visiting or by your own Club President or Secretary.
3. Card may be signed by the District Governor, Cabinet Secretary-Treasurer, Vice-District Governor, Region or Zone Chair, or any Past District Governor at any meeting at which they are in attendance.
3. Visitation medals and various number bars will be available at cost from the Cabinet Secretary-Treasurer or the District Pins Chair in denominations of 25, 50, 100, 500 and 1,000 visits.

## **APPENDIX C**

### **N-1 PAST DISTRICT GOVERNOR'S ASSOCIATION**

Although the Board of Directors of Lions Clubs International does withhold official recognition of Past District Governor's Associations, they do permit their existence and operation, so long as they shall not in operation:

1. Contravene the International Constitution and By-Laws and policies of the International Board of Directors.
2. Levy and/or collect dues.
3. Involve participation on other than a voluntary basis.
4. Super-impose or create any governing structure, over and above, or which hinders the proper function of, the regular club and District Organization.

Lions Clubs International District N-1 will encourage such an association to operate within the district, to be associated with the MD N Association.

# **N-1 PAST DISTRICT GOVERNOR'S COMMITTEE**

## **COMMITTEE OUTLINE**

### **NAME**

This Committee shall be known as the Past District Governor's Committee

### **MEMBERSHIP**

All Past District Governors are automatically members of this Committee.

### **OBJECTIVE**

To assist the sitting District Governor and Cabinet in any capacity that the DG or Cabinet should see fit. The Committee will act in an advisory capacity only. Special projects may be given to the Committee for study and recommendation, thereby utilizing the vast experience within the Committee to further the ultimate objectives of Lionism and the District.

### **STRUCTURE**

**Chair** - The Committee will normally be chaired by the Immediate Past District Governor, unless he/she decide not to or is unable to fulfill the position. Should the Immediate Past District Governor not accept the position, then the Chair will be elected from amongst the membership.

**Secretary** - The Committee will appoint a Secretary from amongst the membership to record, keep and maintain the minutes of all meetings, the roll, and all correspondence involving the Committee.

### **MEETINGS**

The Committee will meet whenever requested by the District Governor or the Cabinet. Should a special sub-committee be established, it will meet as necessary in order to complete the assigned task. The setting and calling of all meetings will be at the discretion of the Chair, who will direct the Secretary to issue a notice of meeting, providing the location, date, time and agenda for said meeting.

## **APPENDIX D**

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

#### **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, Chair of Nominating Committee and Chair 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 Chairs 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 PDGs 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.



# PAST DISTRICT GOVERNORS ASSOCIATION OF MULTIPLE DISTRICT N

## AWARDS POLICY

### YEARLY AWARDS

1. Outstanding President
2. Outstanding Secretary
3. 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 honored at the Fall Conference banquet with appropriate introduction and presentation of plaques.

### ELIGIBILITY

1. Past District Governors are not eligible for these awards.
2. The recipient's Club and Sub-District must be in good standing.

### TERM

The period to be judged is as follows;

1. President, July 1 to June 30.
2. Secretary, July 1 to June 30.
3. Rookie, maximum 18 months, and not less than 10 months, by June 30.

### SELECTION PROCESS

1. **Club level** - The Club must nominate deserving Lions, complete appropriate nomination forms, and forward the completed documents to the Zone Chair by June 15.
2. **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.
3. **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 term of office.

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

#### PRESENTATION OF AWARDS

1. These awards will be presented annually at the banquet of the MD N Fall Conference.
2. The President of the PDG’s Association and the award’s Sponsor will present the Outstanding President Award.
3. The Secretary of the PDGA and the award’s Sponsor will present the Outstanding Secretary Award.
4. 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;

1. Promote the Multiple District Awards for Outstanding President, Outstanding Secretary and Rookie of the Year.
2. Work closely with the Zone Chairs, and Region Chairs if utilized, in the selection process.
3. 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;

1. Published in the fall issue of the Lions N-Former.
2. Distributed to each District Governor at the August Council meeting or before.
3. Published or forwarded by the District Governors, to Clubs Presidents, Secretaries and Cabinet Officers involved, by September 30 each year.

## APPENDIX E

### District N-1 list of awards with criteria

Best Club .....	A
Best District Chair .....	A
Best Zone Chair .....	A
Environment Award .....	A
Humanitarian Award .....	A
Largest donation to Lions Clubs International Foundation .....	A
Largest donation to Lions Foundation of Canada .....	A
Lion of the Year .....	A
Most Eyeglasses Collected .....	A
Most Improved Club .....	A
Outstanding Club President .....	A
Outstanding Club Secretary .....	A
Rookie of the Year .....	A
Visitation (Three awards) - Clubs with 20 members & under, Clubs with 21 to 29 members, Clubs with 30 members and over .....	A
Recognition of District Governor and Cabinet Secretary- Treasurer .....	A
Diabetes Cavalcade Donation .....	B

#### Other Awards

These awards may be presented at the discretion of the District Governor, provided that the total cost of all awards doesn't exceed the \$2,000 limit provided for in the N-1 By-Laws under Article IV, Section 4.;

- District Governor's Appreciation award.
- Plaques or recognition to Lions Clubs hosting Cabinet meetings.
- Lecturers at Officers School.
- Other awards or recognitions, as judged appropriate by the District Governor.

These other awards and recognitions, if given may be presented when the DG chooses to do so.

#### General

- The awards in category "A" run from July 1<sup>st</sup> to the Sub-District Convention in April and will be presented at that time. The awards in Category B run from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. The award(s) in this criteria shall be presented at the 1<sup>st</sup> Cabinet Meeting following June 30<sup>th</sup> of each year.
- All award nominations must be submitted to the District Governor, as directed in this policy, and where applicable, the prescribed forms or copies must be used.
- All award recipients will be selected as detailed in this Policy.
- As much as feasible, the District Governor should not give more than one major award to any Lion or Club, except LCIF, LFC and visitations, which are strictly awarded on numbers.

## **AWARDS CRITERIA**

### **Best Club**

Awarded to the Club that demonstrates the highest standards of Lionism as determined by the District Governor, assisted by the following criteria.

1. President and Secretary Attendance at Zone, Cabinet Meetings
2. District and International deadlines met as follows:
  - a. Member list to District Governor by September 30
  - b. International semi-annual dues paid by Oct 1<sup>st</sup> & Mar 1<sup>st</sup>
  - c. District Semi-Annual dues paid by Oct 1<sup>st</sup> & Mar 1<sup>st</sup>
  - d. All M & A reports received on time each month
3. Increase in membership
4. One fund raising project held every month
5. Holding service projects during the year
6. Make a donation to Lions Foundation of Canada (prior to April 1<sup>st</sup>)
7. Make a donation to LCIF (prior to April 1<sup>st</sup>)
8. Sponsoring a new Lions Club
9. Sponsoring a new Leo Club
10. Participating in District, Multiple District and/or International activities
11. Publicity & Public Relations includes press clippings, photographs, posters and like items.

### **Best District Chair**

To be chosen by the District Governor, based on the following criteria.

- Attends the District Organizational meeting and all Cabinet meetings.
- Reports on activities to the District Governor and to all Lions through the District Governor's Newsletter.
- Attends the MD Fall Conference.
- Is an asset to the District.

Comments from the VDG & CST are welcome.

## **Best Zone Chair**

Is awarded to the Zone Chair who has best met the responsibilities of the position based upon the following criteria and decision by the District Governor.

Number of own Club's meetings where Zone Chair is present  
Attendance at District Governor's official visits to clubs in Zone  
Visiting all Clubs in Zone, separate from DG Visit  
Holding of 3 Zone Meetings, possibly 4  
Reports (oral or written) to Cabinet after each Zone meeting  
Holding a Zone activity or social  
Clubs in Zone sending all Membership & Activities Reports on time  
All Clubs dues, in his/her Zone, paid on time to the District and LCI  
Attends Organizational Meeting and Cabinet Meetings  
Attends Sub-District Convention (registered prior to April 1<sup>st</sup>)  
Membership Orientation Seminar held in the Zone  
New Lions Club formed in the Zone  
Personally sponsors a new Lions Club  
Increase of membership in the Zone  
Finds his/her replacement Zone Chair for the following year

Comments welcomed from Cabinet Secretary-Treasurer, Vice District Governors and Club Presidents from said Zone.

## **Environment Award**

Projects that will be considered for the award:

- Community or river clean-ups
- Tree plantings
- Recycling, including eyeglasses and hearing aids
- Public or Group Education
- Participation in the Lion Environmental Photo Contest
- Any other meaningful Environmental projects

Other criteria:

- Number of Lions participating in a project
- Amounts donated in time and money
- Impact on community

Note: This award must be applied for to the District Governor by the interested Lions Club not later than March 31<sup>st</sup>.

## **HUMANITARIAN AWARD**

Guidelines for this award shall be as follows;

- \* ALL Clubs within District N-1 shall be eligible and have an equal opportunity to win this award, irrespective of their membership numbers, financial wealth, or other property resources.
- \* “Administrative Duties” of individual club officers are not to be taken into consideration by the selection committee. Criteria, as established by the District for Best Club, Best Club President, Best Club Secretary Awards, shall not be applicable when appraising the eventual winner of this award.
- \* Neither shall financial support for Lions Clubs International Foundation, the Lions Foundation of Canada or club’s granting of awards such as a Melvin Jones Fellowship, Judge Brian Stevenson Fellowship, etc., be a determinant in choosing the winner of this award.

The Selection Committee shall base their decision on the following assessments;

- \* An individual club project, or a collective number of projects promoting local community service. Examples of qualifying activities would be any that support local Sight Conservation & Work with the Blind, Hearing Conservation & Work with the Hearing Impaired or Speech Action, Diabetes Awareness, Drug Awareness, etc.
- \* The needs and impact of such project(s) to the community.
- \* The success of the project(s).
- \* The extent and participation of all club members, working together to achieve a single goal.
- \* A club’s overall commitment to the Lions Code of Ethics and Lions Club Objects.

Selection Committee :

- Clubs must send a complete recap of their Humanitarian projects to the Zone Chair by March 25<sup>th</sup> or to the District Governor by March 31<sup>st</sup>.
- Each Zone Chair shall send their nomination to the District Governor by March 31<sup>st</sup>.
- At his/her discretion, the District Governor, in making a decision, may further consult with the Cabinet Secretary-Treasurer and Vice-Governors.

### **Lions Clubs International Foundation**

Awarded to the Lions Club in District N-1 making the largest dollar value donation per member to LCIF each year. Total amount must be entered on Club’s M & A report for March and membership report of March will be used for establishing number of members.

## **Lions Foundation of Canada**

Awarded to the Lions Club in District N-1 making the largest dollar value donation per member to the Lions Foundation of Canada each year. Total amount must be entered on Club's M & A report for March and membership report of March will be used for establishing number of members.

## **Lion of the Year**

This award is chosen by the DG, in consultation with the CST and VDGs and should be given to the Lion that helped the District the most, as follows;

- Lion is deeply involved with Lionism in general, especially at the District level.
- Lion is an asset to his Club, Zone, District, District Governor and Cabinet Secretary-Treasurer.
- Lion regularly attends District meetings and functions.
- Lion contributed beyond the duties expected of him/her.
- Other services rendered, as observed by the DG, CST and VDGs.

The following Lions are not eligible for this award:

- Cabinet Secretary-Treasurer and Vice District Governors
- Zone Chair, if awarded "Best Zone Chair"
- District Committee Chairs, if awarded "Best District Chair"
- "Best President" and "Best Secretary" recipients

## **Most Eye Glasses Collected**

Awarded to the Lions Club that donates the largest number of used eye glasses and forwards them to the District.

- Cases must be removed, when packing
- Report total number collected only once for the Lionistic year
- Club must apply to the District Governor for this award
- Total number of glasses collected must be reported on the March M & A report or on a separate recap sheet send to the District Governor or Cabinet Secretary-Treasurer by March 31<sup>st</sup>.

## **Most Improved Club**

Most Improved Club is one that over the past few years has done very little and this year.

- The Club attends District and Zone meetings.
- Pays all dues on time.
- Sends in Membership and Activities reports promptly.

- Club name no longer appears on the LCI financial report to the DG.
- Has an increase in membership.
- Conducts new activities.
- Increases participation in current projects.

This award to be chosen by the District Governor, with the help of the Cabinet Secretary-Treasurer.

### Outstanding Club President

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

Club membership \_\_\_\_\_ Date \_\_\_\_\_

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

Candidate must have been President for at least 6 months of the fiscal year.

Please complete the following; Yes      No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Were the monthly reports                                     |                          |                          |
| a) Completed on time?   | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Mailed by 2 <sup>nd</sup> of next month?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were the International dues paid by Oct 1 and Mar 1?         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were District dues paid on time?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did all committees function effectively?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Number of Board meetings held each month? _____              |                          |                          |
| 6. Number of regular or dinner meetings held each month? _____  |                          |                          |
| 7. Did the Club prepare and adhere to an administrative budget? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are Lion's highway signs properly maintained?                | <input type="checkbox"/> | <input type="checkbox"/> |

9. List the Cabinet meetings or organizational meeting attended.  
 \_\_\_\_\_,  
 \_\_\_\_\_,



10. List the Zone meetings attended. \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

11. Did the candidate attend the Fall Conference?

12. Did the candidate sponsor a new Lion this year?

13. Did your Club have an increase in membership this year?

14. If so, how many new members? \_\_\_\_\_

15. Did your Club support or sponsor a community service project this year?

16. Did your Club organize a major fundraising project this year?

17. Did your Club participate in a District project this year?

18. Did your Club support LCIF or LCI through a donation this year?

19. What activity did your Club do for Lions World Service Day?  
\_\_\_\_\_  
\_\_\_\_\_

20. Using a separate sheet, please describe in detail 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 signature (if used) \_\_\_\_\_

District Governor's remarks,  
\_\_\_\_\_  
\_\_\_\_\_

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District Governor's signature

Note:  
Nomination for this award must be submitted by the Club's Secretary to the Zone Chair by March 25<sup>th</sup> or to the District Governor no later than March 31<sup>st</sup>.

**Outstanding Club Secretary**

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.

Please complete the following; Yes      No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Were the monthly reports completed correctly?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were the monthly reports mailed by 2 <sup>nd</sup> of the following month? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were the International dues paid by October 1 and March 1?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were the District dues paid on time?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Was the correspondence completed promptly?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the candidate;  |                          |                          |
| 6. Keep accurate minutes of meetings?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Keep accurate record of individual Lion attendance?                        | <input type="checkbox"/> | <input type="checkbox"/> |

- 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 March 31<sup>st</sup> ?
- 15. Did the candidate keep a current list of members with coordinates?
- 16. Did the candidate attend the Fall Conference?

17. List the Cabinet meetings or DGO meetings attended.

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

18. List the Zone meetings attended. \_\_\_\_\_,

\_\_\_\_\_

19. Please describe in details your secretary's involvement in other activities which made him/her outstanding.

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

Endorsements;

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

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

District Governor's remarks;

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

Note:

Nomination for this award must be submitted by the Club's President to the Zone Chair by March 25<sup>th</sup> or to the District Governor no later than March 31<sup>st</sup>.

### **Rookie of the Year**

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

Club membership \_\_\_\_\_ Date \_\_\_\_\_

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

Candidate must be a Lion for not more than 18 months and not less than 9 months of the Lionistic year.

Please complete the following; Yes    No

1. Date reported on Membership report. \_\_\_\_\_

2. Attendance percentage 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 organizational meetings attended.

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

7. Did the candidate attend the Multiple District Fall Conference?

8. Name(s) of committee(s) chaired?

\_\_\_\_\_

9. Describe the involvement with these committees and the outcome.

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

10. Describe in detail the candidate's involvement in other activities, which contributed to this person's nomination.

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

Note:

Nomination for this award must be submitted by the Club's President and / or Secretary to the Zone Chair by March 25<sup>th</sup> or the District Governor no later than March 31<sup>st</sup>.

### **Visitation Awards**

#### **THREE (3) VISITATION AWARDS TO BE GIVEN EACH YEAR!!!**

One award to clubs with 30 members and over. Four (4) Lions required.

One award to clubs with 21 to 29 members. Three (3) Lions required.

One award to clubs with 20 or less members. Two (2) Lions required.

For the purposes of these awards:

- A. Each visitation to another club shall require the number of Lions indicated above.
- B. Cabinet Meetings and Conventions are excluded as visitations for this contest.
- C. Multiple visits by a Club on the same day are acceptable , if rule "E" is followed.
- D. A member of the Cabinet, when attending in an official capacity, cannot be counted when attending a meeting of another Club.
- E. Clubs must attend at least 3/4 of the visited club's meeting to qualify. 50 pts per visit
- F. For each additional member above the first 2, 3 or 4 members required. 10 pts each
- G. In addition, one point per kilometer, per visitation, one way. \_\_\_\_\_ pts.
- H. In order to be counted, visitations must be reported monthly on the Activities Report and at the end of the year, as per Item I below.
- I. Visiting Clubs, who want to enter this contest, must recap all their visitations in one separate report and forward to the Cabinet Secretary – Treasurer or District Governor by March 31<sup>st</sup>.
- J. The March Membership Report shall determine the membership of each Club.

### **Diabetes Cavalcade Donation**

This award is presented to the Lions Club, in good standing, making the largest donation per capita.

## **APPENDIX F**

### **PROTOCOL**

#### **FOREWORD:**

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 ourselves 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 things rolled up into one single word.

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

Following the correct procedures of protocol does not involve great expense. What it does involve however, is time and thoughtful planning.

The guidelines described in this section are intended to aide you in following proper protocol in a club, District or Multiple District level and in the successful reception of visiting Lion Officials.

#### **CHAPTER I**

##### **HEAD TABLE PROTOCOL**

The following is established as the Protocol Policy for head table seating and introductions for District N:

###### International Level

1. International President
2. International Vice-Presidents (according to rank)
3. Immediate Past International President
  
4. International Directors
  
5. Past International Presidents

###### Multiple District Level

1. Council Chair and International Speaker
2. Council of Governors.
3. Multiple District Council Sec-Treas.
4. Past International Officers or Directors
5. Vice-District Governors
6. Past District Governors

6. Past International Directors
7. District Officers
8. Executive Administrator
9. Secretary
10. Treasurer

District Level

1. District Governor (Current or Past International Officers or Directors then follow)
2. Chair, Council of Governors
3. Vice-District Governor
4. Past District Governors
5. District Secretary-Treasurer
6. Region Chair
7. Zone Chair
8. District Chairs

Club Level

1. Club President (Current or Past International Officers or Directors then follow)
2. Immediate Past Club President
3. Club Vice-Presidents
4. Club Secretary
5. Club Treasurer
6. Club Directors
7. Lion Tamer
8. Tail Twister
9. Past Club Presidents

Within the specific categories set out above, introductions of all Past International Officers shall be made according to the years of service and shall proceed, in order, from the Past Officer (Director) with the most recent year of service to the Past Officer (Director) with the earliest year of service.

Non-Lion dignitaries will be recognized in accordance with local custom.

Speakers during the evening, except for the Guest Speaker, will recognize the chair only.

In a Multiple District function, the Council of Governors shall select the presiding officer, person to introduce the speaker, head table seating arrangement, etc. and any other protocol to be followed in accordance with established Lions International protocol and local custom.

In a Sub-District function, the District Governor shall select the presiding officer, person to introduce the speaker, head table seating arrangement, etc. and any other protocol to be followed in accordance with established Lions International protocol and local custom.

The guest speaker for any function should always be seated to the immediate right of the presiding officer or designated Master of Ceremonies. If a podium is used, the presiding officer or designated Master of Ceremonies should be seated to the immediate left of the podium with the guest speaker to the immediate right of the podium.



To the right of the guest of honor or principal speaker are positions of lesser honor, although it is equally proper to seat the next ranking guest to the immediate left of the presiding officer or Master of Ceremonies.

The Lion who will introduce the guest of honor, or speaker, is usually seated at the guest's right.

Where an unusually large number of dignitaries and honored guests are present, it is sometimes convenient to use a second head table or special reserved tables near the head table to accommodate the overflow.

When ladies are present, it is customary to seat them with their escorts, alternating with the men.

It is good policy to seat Vice-Presidents and other club officers at the head table at regular club meetings so that they may become accustomed to the feel of the head table and will aide them to develop self-confidence.

The following exemplary charts illustrate suggested seating arrangements for various Lions affairs and under certain conditions. You may not have this many seated at your head table normally, so adjust accordingly. Vice-Presidents and other club officers may be shifted to make room for visiting dignitaries, Past and Present Lion Officials and visiting Club Presidents.

These charts should be studied, adhered to as closely as possible and varied to adapt to special circumstances:

**REGULAR CLUB MEETING  
AUDIENCE**

Treasurer   Past District Governor   Immediate Past Pres.   Secretary   President   Podium   Guest Speaker   Program Chairman   First VP   Second VP   Third VP

**VISIT OF DISTRICT GOVERNOR  
AUDIENCE**

Past District Governor   Immediate Past Pres.   Secretary   President   Podium   District Gov.   Vice Gov.   Region Chair   Zone Chair   First VP   Second VP

## CHAPTER II

### THE DISTRICT GOVERNOR'S OFFICIAL VISIT TO YOUR CLUB

All planning for this most important meeting is to show respect for and to dignify the office of the District Governor of Lions International.

Since the official visit of the District Governor is required to be made at a **regular constituted business meeting of the club**--to be of maximum benefit, it should be **strictly a Lions meeting** and other programs or Ladies attendance should not be planned **unless specifically requested or with the previous knowledge and approval of the District Governor.**

#### **THERE SHOULD BE NO MAJOR SPEAKER BEFORE OR AFTER THE DISTRICT GOVERNOR.**

#### **EARLY PREPARATION**

In the weeks preceding the District Governor's official visit to the club, the following steps should be taken:

1. Appoint a Chair and Committee
2. Write to the District Governor, expressing the Club's pleasure of the impending visit and acknowledging the date set for the official visit. (Let no other program interfere with this.)
3. Confirm the date, hour and location of the meeting.
4. Inquire if spouse will be attending and if so, indicate mode of dress.

#### **GREETING COMMITTEE**

The greeting committee should always await the arrival of the District Governor at the entrance to the location at which the meeting or event will be held.

1. May be composed of Past Club Presidents, Present Club Officers, Past International Officers or Directors, Past District Governors, Past or Present Cabinet Officers or any combination thereof.
2. If accompanied by the spouse, be sure that an appropriate group is also made a part of the greeting committee.
3. Make sure that the District Governor and his spouse, if present, meets as many members as possible before the meeting.

## GRAND ENTRANCE

If you plan to have the greeting committee escort the District Governor to the head table, ask all to stand and arrange to start the applause as he enters the room, continuing the applause until he reaches his chair at the head table.

1. Optional Entrance- The greeting committee simply takes the District Governor to the head table at the arranged time and the meeting can begin.

## SEATING AND SERVING

The District Governor should always be seated to the **immediate right** of the presiding officer or Master of Ceremonies. If a Podium is used, the Presiding Officer or Master of Ceremonies should be seated to the immediate left of the podium with the District Governor to the immediate right of the podium (refer to diagrams in Chapter I).

The honored guest and the head table should always be served first.

In the event that the meal is served "buffet style", the honored guest and head table approach the buffet table ahead of all others.

## INTRODUCTION

If introduction of the head table guests or others is to be made, the presiding officer should introduce all but the District Governor at that time.

**The District Governor should not be introduced from the head table until he is ready to be officially presented to the group as the District Governor and speaker.**

## IMPORTANT:

**The audience shall always rise to applaud the District Governor when introduced and when the address is finished.**

## PRESENTATIONS

It is suggested that a **Club Pin** or **Banner** or **other Club Memorabilia**, if available, **and a token gift, whenever possible, be presented to the District Governor** in recognition of the official visit and in recognition of his efforts throughout his year as District Governor.

If the District Governor's spouse is present, it is customary, to present spouse with a token gift as well.

## PUBLICITY

Arrange to have the District Governor's picture and story in the local newspaper, if possible.

Arrange to have a photographer present, or have a club member take photos, especially if an important presentation is to be made to the District Governor on behalf of the club.

**Copies of these pictures along with write-ups, should be sent to the District Governor, the LOCAL NEWSPAPER, and one should be kept for the Club's Scrap Book.**

## FINALIZE

As soon as possible, have the Secretary write to the District Governor, expressing the Club's appreciation of his visit, the Lionistic Message he brought and his help through the year.

Check with the Publicity Committee to ensure that photographs and story of the District Governor's visit have been forwarded to the local newspaper.

## CHAPTER III

### INVITATIONS TO LIONS ACTIVITY

An invitation to a current or Past International, Multiple District, District or Cabinet Officer, or others, should state the following:

1. Time, date and place
2. Whether guest will be seated at the head table
3. Whether guest has a part in the program
4. Type of dress to be worn
5. If cocktail party is being held prior to the affair, advise the guest as to time and place, if he/she is invited and wishes to attend.

If the invitation reads "**You are invited to attend as our Guest**", it is taken for granted that the guest **is NOT expected to pay for the ticket. Tickets should be included with the invitation.** It is suggested, to avoid possible embarrassment, that "**Invited Guest or Complimentary**" be written on the face of the ticket.

If tickets have not been forwarded, it is suggested that an individual, or member of the greeting committee meet the guests at the entrance to ensure clearance past the ticket officer, who in many instances is not informed or does not know that the guests are invited dignitaries.

## CHAPTER IV

### **REQUESTING AN INTERNATIONAL LEVEL SPEAKER**

#### INVITATION

An official invitation is the first step towards a visit by an International Officer. That first step is vitally important, since the success of his 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 sent to the Protocol and Itineraries Department at International Headquarters.

An invitation to an International President must be extended at least six months to a year in advance. In the case of an Officer or Director the necessary time limit is three months or 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 set and an alternate date should be shown.
3. Each request for a speaker for a conference or a convention shall be accompanied by a proposed agenda which shall provide for an open discussion period with the International Speaker.

Requests for speakers for a Multiple District Convention or Multiple District Meeting which is clearly representative of the entire Multiple District, shall be approved by the Council of Governors of the Multiple District and be extended under the same rules as set out in items 1, 2, and 3 above.

#### FACTS TO INCLUDE 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, e-mail 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 that will be required--whether formal, informal, full dress, 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. Whether the representative will be received by any governmental dignitaries.
6. If an award is to be presented and to whom.
7. If the International representative's spouse is accompanying him/her, the spouse should be advised of the activities that are planned 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 for his acceptance of the speaking engagement and furnishing him with pertinent information contained in items 1 through 7 above. Any other information that may be deemed important and helpful to the speaker should also be furnished in such correspondence. Include a tourist packet of information about the area he will be visiting and about the District.

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 your guest and his/her spouse if present, on arrival. (A bouquet of flowers for the guest's wife, would be a thoughtful gesture, though optional)

You may also wish to invite the Mayor and other leading citizens to join the greeting delegation to welcome an honored guest to your city.

#### HOTEL ACCOMMODATIONS

It is the responsibility of the hosts to arrange hotel accommodations for the visiting Officer or Director prior to 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, candy, flowers or a 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 stay.

If the guest is accompanied by his/her spouse, it is recommended that a committee of members and their spouses be appointed to make the spouse's visit enjoyable and entertaining while the guest is attending official Lions duties. The guest's spouse should be provided with an escort to all non-Lions functions.

### SCHEDULE OF EVENTS AND APPOINTMENTS

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

### PUBLICITY

With your guest consent, an interview with the local media (press, radio and television) should be arranged. Close co-operation should be given press photographers to help them obtain good photographs. Should a press photographer not be available, you may wish to supply the newspaper with photographs taken by a qualified member of the club or District, or you may choose to supply those photographs, biographical sketches and newspaper matrices of the visiting Officer or Director which were sent in advance to the host club or District by the International Office.

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

### THE EVENT

The guest has arrived. She/He has been officially welcomed to your city and is comfortable resting in his hotel room. The important event he has 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 your program:

1. Try to arrange your visiting Officer or Director's schedule so that he/she 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/her entrance should be marked with enthusiasm. If the audience is seated, members should rise and applaud him/her as he/she makes his/her way to the head table.

3. If a reception has been planned just prior to the evening banquet meeting, it is suggested that the guest be escorted to the reception a short time prior to the time it is scheduled to end. This will allow sufficient time for him/her to meet and greet Lions dignitaries, and yet will not overture him/her 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 or State 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/her 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 the time needed to introduce your guest of honor. Be sure to include the following in your introduction:

The speaker's name

Position in Lionism

Business or profession

Hometown

Background in Lionism

If known, the subject of his/her talk

8. Every effort should be made to give the guest speaker the best spot on the program so that the audience will be receptive. Schedule your guest to speak at around 8:30 or 9:00 p.m. A speaker is at a tremendous disadvantage, if called on late in the program following entertainment, when the audience has become restless and anxious for the dancing to begin. While you may wish to save the guest speaker for the last, in order to have the message remain fresh in the minds of the audience, it is not a good idea to wear them out with too much entertainment beforehand. **Remember** ---It is a **Breach of Lion's etiquette** to introduce a guest speaker after 10:00 p.m., therefore, if the meeting is running late, re-arrange the program as it goes along, keeping in mind the necessity and courtesy of allowing your guest to speak 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 following his speech. The appropriate responding remarks should be made at this time, and given by the most prominent Lion Official in attendance.

## IN CONCLUSION



Thanks to your efforts the event was a complete success, however, there are still additional considerations to be directed to your guest.

It is extremely important to arrange departure transportation for your International Representative. An International Officer or Director must be escorted to the terminal of departure whatever the mode of transit. Punctuality is often crucial since flight or other 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 G**

### **FLAG ETIQUETTE**

#### **DISPLAYING THE FLAG**

No other flag or pennant should be placed above, or on the same level, to the right of the flag of the Host Country.

When displayed from a staff on the 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 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. (illustration 1)

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

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Flag of Host Country    | Extreme right of speakers   |
| 2. Flag of another nation  | Left of Host Flag           |
| 3. State or Province Flag  | Left of other nation Flag   |
| 4. Club or District Banner | Left of State/Province Flag |

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

In any Lions function, whenever possible, if a past or present International Officer or Director is the honored guest, or principal speaker, the flag of his Country or State should be procured and displayed in the position indicated above.

If another past or present International Officer or Director is present, the flag of his Country or State should be procured, and placed at the left of the flag of the honored guest or principal speaker.

When the Host Flag 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. (illustration 2)

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

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. (Illustration 3)

The flag of the Host Country, when displayed with another flag, against a wall from crossed staffs, should be on the right, *the flag's own right*, and its staff should be in front of the staff of the other flag. (Illustration 4)

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 or Lions Banners are group-displayed from staffs. (Illustration 5)

A flag should never be used as drapery of any sort whatsoever, never festooned, drawn back 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.

## **APPENDIX H**

### **INSTALLATION OF OFFICERS**

Few events in the calendar of the average Lions Club are more important than the installation of the officers. In a sense, it sets the tone for the club for the whole year. It is a criterion of judgment. It expresses to the new officers about to be installed, the club membership in general and the community at large how important we believe Lionism to be.

If a club is going to do a good job of installing its officers, it must realize that careful planning is most necessary. Impressive installation services just don't happen. Too often in some clubs, they are hurried after-thoughts.

Because of the seriousness of the event, everything should be in keeping with the serious business at hand.

It is equally important that the installation occurs near the end of the fiscal year. If the installation is too early, it becomes rather an anti-climax when the newly installed officers finally take over their duties.

Seek to get the best installing officer available. It should be a Lion who knows Lionism and should be able to inspire the new officers and membership to face the challenge of their new duties. Your District Governor can supply you with names of Lions who can do a credible job.

Have a readable list of the new officers prepared for the installing officer.

Often it is necessary to locate a place for the installation ceremony that is different from the regular meeting place. The atmosphere of the place can either lend dignity to the event, or if inappropriate, can detract terribly from it. There should be maximum privacy providing a minimum of distraction during the service.

Promote publicity of the installation service, taking pictures of the event and forwarding them along with a press release, to the local press.

Be sure that your Club Secretary has forwarded the PU-101 Forms (Slate of Officers) to the Cabinet Secretary-Treasurer and to Lions International on time in accordance with International rules.

## CEREMONY FOR INSTALLATION OF OFFICERS

**NOTE:** This is a new form for the installation of the officers of your Club. There are thirteen Officers, so in this new presentation, we line them up in two ranks facing the head table with the President, Immediate Past president, Secretary, Treasurer and three vice-presidents in the front row. The Lion Tamer, Tail Twister and four Directors are in the second row. The inductor, during the ceremony will address them individually, at which time **they will take a pace forward.** They will resume their normal position after being installed.

### ORDER OF INSTALLATION

**INDUCTOR:** My task, and a pleasant one this evening, is to install the Officers of the Lions Club of \_\_\_\_\_ for the year\_\_\_\_\_.

You Lions are standing in front of me and before your members and friends, through your election to your respective offices, have accepted to serve that office to the best of your ability. By doing so, you cannot help but expand the service work now being performed by your fellow members. Realizing that you now have a title, your Club expects you to carry out the duties that go with it. I would ask you all to remember that you are the lifeline of this Club. You are the chain that will guide it. If one of you should fail in your duties, the chain will break, and your fellow members will find it difficult to repair. This coming year you must work harder than ever to insure that under your stewardship, your Club will go forward and live by it's motto "**We Serve**". You are the Board of Directors. Your name looked up in the dictionary means "Direct" and you, as the Officers of this Club, form the Board. All business of the Club should come before you, and your decision will be carefully watched by the members of your Club. Your leadership and devotion to your office will lead to a better Club and Community

I would now ask the **Directors** to step forward. You as Directors of this Club, are expected to see that there is direction to the Club from the Board. Direction to insure that activities are well planned and coordinated to give your club a good balanced program for the year. Will you serve this office to the best of your ability?

**DIRECTORS:** We will

INDUCTOR: **Lion Tail Twister**, yours is a fun job. You are the merry maker. You should be able to make members forget their worries. You collect fines, you make the meetings brighter. Will you faithfully acquaint yourself with your duties and serve the office of Tail Twister?

TAIL TWISTER: I will

INDUCTOR: **Lion Tamer**, you are the custodian of Club property. You should care for it as if it is your own. You must account for all Club property. Will you do this to the best of your ability?

LION TAMER: I will

INDUCTOR: **Vice-Presidents**, like the directors and other officer, you constitute the Board of the Club, and are also the eyes and ears of your President. In accepting this office, you have signified that you are willing to assume the Presidency of your Club, and no doubt, during your term of office, will be asked to do so. You will report to your President on the various committees allotted you. I ask you to remember that you are another strong link in the success or failure of your Club. Will you serve the office of Vice-President to the best of your ability?

VICE-PRESIDENTS: I will

INDUCTOR: **Lion Treasurer**, you shall be called the Money Man. You are responsible for all Club funds. You should have a financial report every month. You receive all money due to the Club. The stewardship of your office requires patience, tact and understanding. You are the President's eyes and ears. When the Club is going to spend money, the record of your year in office will reflect the stewardship of the whole board in years to come. Will you faithfully acquaint yourself and serve without reserve, the office of Treasurer?

TREASURER: I will.

INDUCTOR: **Lion Secretary**, you have the most important office in the Club. Minutes, dues, reports, agenda for meetings, Zone, Region and Cabinet meetings; you most certainly are the President's right hand. Your duties are clearly defined in the President's year book. You have accepted a heavy office that I'm sure you will enjoy doing.

Failure on your part means failure to your fellow Lions, your Zone Region, District and Lions International. Do you accept this very important office of Secretary?

SECRETARY: I do.

INDUCTOR: **Immediate Past-President**, as the immediate Past-President, you are a member of this Board of Directors and have both the responsibility and a specific function. Because of your experience of the past year, your fellow Board Members will be looking to you for words and thoughts of particular wisdom. You will also be expected to be the Chief Club Greeter, and thus to make all visitors to your club feel welcome and glad that they visited you. Will you serve in this office to the best of your ability?

IMMEDIATE PAST PRESIDENT: I will.

INDUCTOR: **Lion President**, this is your year. The eyes of your Club, District and International, as well as everyone in your community are looking at you. The Lions motto is "**WE SERVE**". In accepting the presidency of your Club, you agree to live by the motto of this Association. Twelve months from now, your members will look back on the stewardship. They will judge you and the Board of Directors. Don't give them cause to ask questions. Lead with a firm hand and an open mind on all matters pertaining to your Club. In doing this and serving by the Golden Rule, success can be achieved. Do you accept this most important office?

LION PRESIDENT: I do.

INDUCTOR: May I offer my congratulations and best wishes to this fine group of Lions who have offered to lead the Lions Club. May I leave you all with this thought:

**So long as individuals shall be on earth,  
There will be tasks for them to do;  
Some way for them to show their worth,  
Each day shall bring its problems new,  
And they shall dream of mightier deeds,  
Than ever done before;  
There always shall be human needs,  
And Lions will be there, you can be sure.**

# **APPENDIX I**

## **INITIATION OF NEW MEMBERS**

The Initiation Ceremony is the impressive occasion on which the new member is given membership into your Lions Club and thus into the International Association of Lions Clubs.

It is recommended that the following steps be taken prior to the Initiation of a New Member. The new member shall be proposed by a Lion sponsor, recommended by the Membership Committee and approved by the Club's Board of Directors. He has attended an Indoctrination Meeting and is now ready to receive the privileges and assume the obligations of Lion Membership.

This is an important moment for the new member and for your club. The candidate has accepted membership, at your invitation, because he has respect for your group as fellow citizens, co-workers and community leaders. He has looked at Lionism, compared it with other service clubs, and made a decision that is complimentary to your club. Much of that respect can be destroyed by a careless, "Let's get it over with" initiation ceremony. There are many opportunities for fun and friendly foolishness in the fellowship of a Lions Club, but the Initiation meeting is not one of them.

The initiation of a new member should always be conducted before the full membership of the club at a regular meeting or at a special Lions affair. A special effort should be made to get as many members as possible to attend the Initiation Ceremony.

Always be sure that the sponsoring members are seated with their candidates. If possible, assign them to a special table centrally located, with space available so that the candidates and sponsors can easily come up front during the ceremony.

Have a readable list of the candidates and sponsors prepared and necessary paraphernalia available for the initiating officer.

There are many impressive Initiation Ceremonies available throughout the Multiple District. Ask your District Governor, District Membership Chair, Region Chair or Zone Chair to supply you with the names of Lions who can perform the ceremony properly and with dignity.

**The CANDLE LIGHT CEREMONY is very impressive and should be readily available on request.**

## **CANDLE LIGHT INDUCTION CEREMONY # 1**

**PREPARATION:** Candles, one lit for each member of the club, and one unlit candle for each member to be inducted. The new member and sponsor are in front of the candles. The conductor of the ceremony, along with those reading objects and ethics, and the President of the Club, are behind the candles.

**OTHER MATERIAL:** Lions Code of Ethics, Objects, New Member Kits, Lapel Pins. (**Note:** Lapel Pins are given to Sponsors prior to ceremony) A readable list of New Members names and their Sponsors names.

### **INDUCTION CEREMONY**

**LEADER:** Fellow Lions, we are about to begin the induction of New Member(s). This is a solemn occasion and I would ask you all to hold any applause until the ceremony is over.

I will now call on Lion \_\_\_\_\_ to give us the Invocation.

**INVOCATION:** We are gathered here to induct \_\_\_\_\_ New Member(s) into the fellowship and service of our Lions Club. Grant that we may give him / her ( them) the fellowship and understanding that goes with true Lionism. We ask that we not only dedicate this (these) new Lion(s) to service, but that we rededicate ourselves to the service and cause of Lionism. Amen

**LEADER:** Turn off the lights please.  
The darkness that prevails in this room is symbolic of the greed, hatred, and starvation that is predominant in the world today. Each lit candle signifies the Light of Lionism reaching to all the dark corners of the earth. It also brings home to us two types of handicaps that we deal with, the Deaf and the Blind.

It gives me great pleasure to induct new member(s) into the \_\_\_\_\_ Lions Club, for not only are you becoming a member of the \_\_\_\_\_ Lions Club, you are also becoming affiliated with the World's Largest Service Organization, which in addition is the youngest of the major Service Organizations with approximately \_\_\_\_\_ members worldwide, dedicated to the service of mankind. One should never underestimate the extent of accomplishment which can be attained by a small group of men and women dedicated to the achievement of a single goal.

This evening we ask you, as candidates, to help carry the Torch of Lionism. We ask you to Serve. Naturally, to assist us in such a worthy task, we have guidelines to follow. As Lions, we have the Lions Code of Ethics and Lions Clubs Objects. As these are read to you, please pay attention to the words being said.



I will now ask Lion \_\_\_\_\_ to read the Lions Clubs Objects.

In order to achieve these, please pay strict attention as Lion \_\_\_\_\_ reads the Lions Code Of Ethics, and familiarize yourself with these.

Having heard the Objects and Code of Ethics, and having expressed a desire to affiliate with the \_\_\_\_\_ Lions Club, I now charge you with the following:

**Do you \_\_\_\_\_ as a candidate, in the presence of these Lions take this solemn obligation to practice the principles of the Lions International Objects and Code of Ethics, attend meetings regularly and contribute your fair share to support the \_\_\_\_\_ Lions Club, to assist the club by serving on committees as required and in other capacities where your efforts are requested, to keep your financial commitments and strive in every way to become a good Lion?**

**CANDIDATE(S)** I do.

**LEADER** I will now charge the sponsor(s) with their obligations. Do you as sponsor(s) solemnly swear that to the best of your ability, you will see that your candidate is properly indoctrinated in Lionism and see that he / she adheres to all commitments and attends all meetings?

**SPONSOR:** I do.

**LEADER:** At this time I would ask each candidate to light a candle, thus spreading the Light of Lionism further into the world and all the corners of the earth.

**LEADER:** **Turn on the lights.**

**LEADER:** Your sponsor will now place upon your lapel the Emblem of Lionism, in the form of a pin. You will note the pin is made of the letter L for Lion and a Lions head facing to the right and left. These heads represent Lionism facing the past with Pride and the future with Confidence, looking in all directions to render service. **Wear the emblem constantly with pride.**

**LEADER:**

You are now members of the \_\_\_\_\_ Lions Club and on behalf of the club, I would ask King Lion \_\_\_\_\_ to present you with your new Member Kit. In it you will find your official certificate of membership and other material which will help you get off to a good start in your life as a Lion. We are proud and happy to have you as a member. Let me be the first to congratulate and welcome you. (*leader shakes hand(s) of new member(s)*) Fellow Lions, come up and welcome our new member(s).

*At this time, you may present the BABY LION with symbols of his position---Bib, etc.*

## **INVOCATION**

**We are gathered here to induct new members into the fellowship and service of our Lions Club. Grant that we may give them the fellowship and understanding that goes with true Lionism. We ask that we not only dedicate these new Lions to service, but that we rededicate ourselves to the service and cause of Lionism.**

**AMEN**

## CANDLE LIGHT INDUCTION CEREMONY # 2

Fellow Lions and candidates, we are about to begin our Induction service. Will the sponsoring Lions and their members line up in front of the candle display. This is a dedicated and solemn occasion. Please refrain from any demonstrations or applause until the conclusion of the ceremony.

I will now call on Lion \_\_\_\_\_ to lead us in the invocation.

I will now call on Lion \_\_\_\_\_ to read the Code of Ethics.

I will now call on Lion \_\_\_\_\_ to read the Lions Club Objects.

It is always a great pleasure to induct new members into a Lions Club. We have looked forward to this because the induction of a new member is always a happy one. Not only are you becoming a member of a local Lions Club, but you are entering into the fellowship and service of Lions International. Lions International is the youngest of the major service club organizations in the world, and yet, by far the largest in membership with in excess of \_\_\_\_\_ members in \_\_\_\_\_ clubs in \_\_\_\_\_ Countries or geographical regions of the free world. We sincerely feel your membership into this club will strengthen it through your ideas, prestige, fellowship, and service. Too often in some organizations, members join for the sole purpose of the social benefits which they derive. Your club asks more than this. We want you to be service-minded, interested and a helpful member. The Lions slogan is "**WE SERVE**". Ours is a service club, founded upon the golden rule. We want to work for the betterment of our community and our nation, and through your participation, you can help us achieve that end. Membership in this club is by invitation only. You were invited because we sincerely feel that you are interested in your community and the high principles for which our Organization stands.

Since you have expressed a desire to affiliate with the \_\_\_\_\_ Lions Club, I now ask you to repeat after me the obligation of membership.

***I \_\_\_\_\_ in the presence of these Lions Members take this solemn obligation. To practice the principles of the Code of Ethics, and the Objects of Lions International, to attend all meetings regularly, and contribute my fair share, to the support of the \_\_\_\_\_ Lions Club. To assist the club, by serving on committees as required, and in other capacities, where my efforts are requested.***

Response: I will. (if more than one new Lion is inducted, they may all respond in unison)

I will now ask the sponsor to repeat the obligation of a sponsoring lion:

***I \_\_\_\_\_ having sponsored \_\_\_\_\_ as a new member, of the \_\_\_\_\_ Lions Club, do hereby agree, to see that he / she is properly indoctrinated into Lionism, and to the best of my ability, see that he / she attends all functions and becomes a good Lion***

NOTE: Ask to have the lights dimmed at this point.

The darkness which prevails in this room is symbolic of the darkness in the world around us, We see hatred, suspicion and fear. We see poverty, want and loneliness throughout the world. There is a light which is throwing back the frontiers of darkness and it is the **Light of Lionism**. The candles you see here represent the members of the \_\_\_\_\_ Lions Club. \_\_\_\_\_ unlit candles remain. I ask each of you to light one candle, to signify your membership into this club. As you light the candle, you will increase the light and thus make this a brighter place in which to dwell.

Your sponsors will now place on your lapel, the Emblem of Lions in the form of a pin. Wear it proudly.

Your president will now present you with your New Member Kits. The material contained herein will assist you in gaining a better understanding of Lionism.

We welcome you into this Lions Club. You are now one of us and with your help, we will grow in fellowship and service. I ask all Lions present to come forward and warmly welcome our new Lions to the \_\_\_\_\_ Lions Club.

I thank all the Lions who assisted me with this ceremony.

\_\_\_\_\_ Lions Club  
(club) (date)

CANDIDATE

SPONSOR

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

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

\_\_\_\_\_  
(Inductor)

Materials required: Candle holder, candles, Invocation, Code of Ethics, Objects, Membership Kits, Lapel Pins , Baby Lion articles( if used by the club)

## **APPENDIX J**

### **DEATH OF A PROMINENT LION OR OFFICIAL**

#### **PROCEDURE TO FOLLOW IN THE DEATH OF A COUNCIL MEMBER, PAST DISTRICT GOVERNOR, PROMINENT LION OR SPOUSE OF EITHER**

To ensure that proper notification is made, proper respect is paid and proper protocol is followed in the case of the death of a member of the Multiple District Council, a Past District Governor or a prominent Lion, or the spouse of either, the following procedures shall be followed:

1. The District Governor is to be notified by telephone immediately upon learning of the death of any Lion or his spouse, as mentioned above, providing the following pertinent information:
  - a. Name, title and address of deceased Lion
  - b. Name of spouse or next of kin.
  - c. Visiting hours, date, time and location
  - d. Funeral date, time and location
  - e. Name of club of Deceased.
2. The District Governor will immediately relay this information to the Multiple District Secretary-Treasurer.
3. The Multiple District Secretary-Treasurer will immediately contact each District Governor and Cabinet Secretary-Treasurer, furnishing them with all information mentioned above.
4. Each Sub-District shall have formulated its own method of death notification to all Past District Governors and past and present Cabinet members and Clubs within the District, that the District Governor considers should be notified.

#### **VISITING HOURS**

Lion officials and others notified should assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.

They should file into the Funeral home with the District Governor at the front of the line, followed immediately by Multiple District Council Officers and then others.

The District Governor, after paying his respects, should stand next to the family and introduce the Lions as they file by to pay their respects.

## **SERVICES AT THE CHURCH, FUNERAL HOME OR CEMETERY**

Lions should assemble at least thirty minutes prior to the church services and should line up on both sides of the entrance way, if enough Lions are present , to form an honor guard, when the funeral procession arrives.

A designated Lion should contact the Funeral Director in advance to advise him of the Lion's plans. He will ask that seating be reserved for the Lion Honor Guard, and that they be properly ushered in.

If the funeral services are being held in the Funeral Home, where the body of the deceased has been lying in State, the Honor Guard can be formed as the body is taken from the Funeral Home. This will only apply in cases where there is no Church Service.

If the services are at the Church, and there are Lions present , who will be going to the cemetery, those Lions should be at the head of the procession, so they can form an Honor Guard at the graveside as well.

## **MULTIPLE DISTRICT COUNCIL ACTION**

The Multiple District Council Secretary-Treasurer shall make arrangements for the sending of an appropriate floral piece from the Multiple District Council, or a Memorial Contribution to an Organization or project of the Family's choice.

A moment of silence and words of remembrance of the deceased Lion should be included in the opening prayer of the next meeting of the Multiple District Council of Governors.

A formal resolution, expressing the sympathy of the Multiple District Council, should be adopted at the next Council meeting. A copy of this should be forwarded to the family of the deceased and the Lions Club of which he/she was a member.

## **DEATH OF A LION, LIONESS OR LEO MEMBER**

### **PROCEDURE TO FOLLOW IN DEATH OF ANY OF ABOVE**

To ensure that proper respect is paid and proper protocol is followed in the case of the death of a Lion, Lioness or Leo, each Lions Club should adopt and implement the following procedures:

1. All Club Members should be made aware of the fact that the death of a Club Member should be reported to the Club President or Secretary immediately.
2. The Club President and Secretary shall formulate plans for Visiting Hours and Funeral participation and notify the club members in one of the following manners:
  - a. Have the telephone committee notify each member of the Club.
  - b. If there is no calling committee, the President , Secretary and other Club officers should be enlisted to contact each member by telephone.
  - c. Call the Funeral Director to ensure that the Obituary notice includes

reference to the plans of the club with respect to visiting hours and the funeral.

3. In the event that the deceased Lion is a past or present Cabinet Member, District or International Officer, or otherwise prominent Lion in the District, the Club President shall notify the District Governor immediately so that this information may be disseminated as soon as possible.

## **VISITING HOURS**

Club members shall be expected to assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.

Club members should assemble to file into the Funeral Home with Club Officers, Cabinet Officers and other Lion Dignitaries at the front of the line.

The Club President, or someone designated, should precede the group and speak to the family members. This same person should stand next to the family and introduce the Lions as they file by to pay their respects.

## **SERVICES AT THE CHURCH, FUNERAL HOME OR CEMETERY**

Lion members should assemble at least thirty minutes prior to the services and should line up on both sides of the entrance way, if enough Lions are present, to form an Honor Guard, when the funeral procession arrives.

The President, Secretary or someone designated by the President, should contact the Funeral Director, in advance, to advise him of the Lions' Plans, to make sure that seating will be reserved for the Lions Honor Guard, and that they will be properly ushered in.

If the services are at the Church and there are Lions who will be going to the Cemetery, these Lions should be at the head of the procession, so they can form an Honor Guard at the graveside.

## **OTHER CLUB RESPONSIBILITIES**

Each Club should consider the appointment of a Standing Committee or designated officer or club member, to ensure that the proper procedure is followed and that the following be considered and implemented:

1. Review adopted procedures at a regular club meeting so that all members are made aware of what is expected of them.
2. Contact a local florist to design a floral piece that is representative of Lionism and with the budget prescribed by the Club Treasury, so that upon the death of a member, the problem of flowers can be handled expeditiously.
3. Have a Club Member visit the home of the deceased Lion to offer any assistance the Club can provide.
4. Ascertain if the family wishes to have Lions serve as pallbearers.
5. Provide transportation for out of town family members, if needed.

6. Assist the family in any other areas, if needed.
7. A moment of silence and words of remembrance of the deceased Lion Member should be included in the opening prayer of the next Club meeting.
8. A formal resolution expressing the sympathy of the Club should be adopted at the next club meeting and a copy of it should be forwarded to the Family of the deceased Lion.

**It should be the personal responsibility of each Club Member to attend the visiting hours and the Funeral. If this is not possible, the Lion should attend one or the other, or send a note of sympathy to the family.**

### **INVOCATIONS AND BENEDICTIONS**

It must be remembered that sectarian religion has no place in a Lions Club, but rather that our Club Membership embraces those of many faiths.

This should be borne in mind when giving invocations and benedictions, particularly when the invocation or benediction is given by Lay Members.

We expect members of the clergy to give invocations and prayers appropriate to their faith, and we should not criticize them for this. However, when invocations or benedictions are given by Laymen, it is a mark of consideration, that an awareness be evidenced that there may be those in our audience who may not hold the Christ as a Savior, and that a simple Amen to conclude a prayer may be better than a strictly Christian ending.



**APPENDIX K**

**MEMORIAL  
COMMEMORATION  
RE-DEDICATION  
SERVICE**



**FELLOW LIONS AND FRIENDS:**

THIS IS A DISTINCT PRIVILEGE FOR US TO GATHER AS LIONS, MEN AND WOMEN OF SERVICE AND GOOD WILL.

AS THIS IS A SOLEMN OCCASION, I WOULD ASK ALL PRESENT, TO LEND THAT DIGNITY, SUITABLE FOR SUCH A CEREMONY, BY LENDING YOUR UNDIVIDED ATTENTION TO THE PROCEEDINGS.

**LION \_\_\_\_\_ will say the Lions Invocation;  
Where Lions meet, be present Lord. Weld all our hearts in one accord.  
To do thy will Lord, make us strong, to help the weak and right the wrong.**

THIS IS A COMMEMORATIVE SERVICE OF  
**LION \_\_\_\_\_ AND WE  
WILL BEGIN BY TURNING OFF ALL THE LIGHTS IN THE HALL.**

**(One candle ONLY to be lit on the candle board with the following words:)**

**THE SINGLE CANDLE NOW BEING LIT REPRESENTS THE SOURCE OF  
ALL OUR LIGHT-----OUR HEAVENLY FATHER!**

**JESUS SAID, IN THE GOSPEL OF ST. JOHN 8:12  
“ I AM THE LIGHT OF THE WORLD”**

**MAY WE REFLECT FOR A FEW MOMENTS ON GOD'S LOVE FOR US  
THROUGH HIS SON, THE LORD JESUS CHRIST-----**

**(A Second Candle will now be lit on the candle board with the following words:)**

**THE SECOND CANDLE, NOW BEING LIT, REPRESENTS THE LOVE AND  
SERVICE OF:  
LION\_\_\_\_\_.**

**WE LIGHT IT FROM THE CHRIST CANDLE TO SHOW GOD'S LOVE FLOWING  
THROUGH AND FROM THOSE WHO ARE HIS SERVANTS.**

**“ IT IS BETTER TO LIGHT ONE CANDLE,  
THAN TO CURSE THE DARKNESS THEREIN.”**

**JOHN 12:35---36  
JESUS SAID:**

**“ YET A LITTLE WHILE, IS THE LIGHT WITH YOU.  
WALK WHILE YOU HAVE THE LIGHT,  
LEST DARKNESS COME UPON YOU.  
FOR HE THAT WALKED IN DARKNES  
KNOWETH NOT WHETHER HE GOETH.  
WHILE YE HAVE LIGHT,  
BELIEVE IN THE LIGHT--  
THAT YE MAY BE THE CHILDREN OF LIGHT.”**

**ALSO, IT IS RECORDED IN CORINTHIANS 12: 4--5**

**“THERE ARE VARIETIES OF GIFTS,---  
BUT THE SAME SPIRIT-----  
AND, THERE ARE VARIETIES OF SERVICE, ---  
BUT THE SAME LORD.**

**LET US PRAY:**

**ALMIGHTY GOD:**

**DAILY----WEEKLY, SHOW US HOW TO RESPOND CREATIVELY  
TO THE NEEDS OF A HURTING, CHANGING WORLD.**

**AS THOSE WHO SERVE---MAKE US CHANNELS OF YOUR GRACE,  
YOUR MERCY, AND PEACE TO OTHERS.**

**-----AMEN.**

**THE CLOCK OF LIFE IS WOUND BUT ONCE,  
AND NO MAN HAS THE POWER,  
TO TELL JUST WHEN THE HANDS WILL STOP----  
AT LATE---OR---EARLY HOUR.**

**TODAY-----THIS VERY MOMENT IS THE ONLY TIME WE OWN!**

**LIVE---LOVE---TOIL WITH A WILL,  
AND PLACE NO FAITH IN TOMORROW---  
FOR THE CLOCK MAY THEN BE STILL.**

**YESTERDAY IS GONE---  
TOMORROW NEVER COMES,  
TODAY----IS THE DAY WE LIVE!!!**

THE SECOND CANDLE WE LIT ON THE CANDLE BOARD SIGNIFIES THAT WE ARE HERE TO GIVE THANKS FOR THE LIFE OF LION\_\_\_\_\_.

THEIR'S WAS A LIGHT STRETCHING OUT INTO THE DARKNESS OF THE WORLD.

THIS CANDLE SERVES TO REMIND US, THAT WE SHOULD NEVER UNDERESTIMATE THE EXTENT OF THE ACCOMPLISHMENT, WHICH CAN BE OBTAINED BY ONE PERSON, DEDICATED TO A SINGLE GOAL. FOR, WITHOUT THAT LIGHT, COMPLETE DARKNESS WOULD NOW PREVAIL, IN THIS VICINITY.

WE GATHER, NOT TO MOURN THE PASSING OF A GENTLE, THOUGHTFUL, COURAGEOUS AND HOPEFUL PERSON, A CARING, SERVING LION, A GOOD COMPASSIONATE FRIEND,---

RATHER--- IT IS A TIME TO REMEMBER, THAT THE GRINDING THAT WOULD WEAR TO NOTHING, A LESSOR STONE, MERELY SERVES TO GIVE LUSTER, TO A DIAMOND!

THE MOST FITTING TRIBUTE WE MAY OFFER TO LION\_\_\_\_\_, IS FOR EACH PERSON HERE TO TAKE THESE FEW PRECIOUS MOMENTS TO BE SILENT, AND PAUSE, REFLECTING DILIGENTLY, IN THE PRIVACY OF THE HEART, THE MANY CHALLENGES REMAINING, THAT FACE THE FAMILY OF LIONISM IN THIS COMMUNITY, AND INDEED, THROUGHOUT THE WORLD OF LIONISM.

AS WE HONOR THE MEMORY OF ONE WHO PRACTICED WELL, THE LIONS CONCEPT OF HUMANITARIAN SERVICE, WE RECALL THE MANY GOODNESS' OF HIS/HER LIFE. THUS SO---MAY EACH ONE RESPOND TO THE

CHALLENGE OF CARRYING THE LIGHT FURTHER INTO THE DARKNESS OF LIFE.

MAY EACH OF US TAKE TIME TO QUIETLY RE-DEDICATE OURSELVES TO THE TRUE PURPOSE OF LIONISM.

TO ACCOMPLISH THIS, WE MUST HAVE SOMETHING TO COMMONLY ABIDE BY AS LIONS, LIONESS AND LEOS.

WE HAVE OUR LIONS CLUB OBJECTS AND THE LIONS CODE OF ETHICS, WITH WHICH, ONCE AGAIN, WE WILL REGRESH OUR MEMORIES.

WILL ALL PRESENT PLEASE STAND AND REMAIN STANDING FORMING A HUMAN CHAIN, BY JOINING HANDS, THUS UNITING IN HAND AND MIND, IN SERVICE AND THOUGHT.

LION\_\_\_\_\_ OFFICE \_\_\_\_\_

CLUB\_\_\_\_\_

WILL REMIND US OF OUR LIONS CLUB OBJECTS.

LION\_\_\_\_\_ OFFICE\_\_\_\_\_

CLUB\_\_\_\_\_

WILL REMIND US OF OUR LIONS CODE OF ETHICS.

WE NOW REQUEST THAT REPRESENTATIVES OF THE CLUB OF OUR LATE LION\_\_\_\_\_PLEASE COME FORWARD AND FROM THE LION'S CANDLE, LIT ON OUR CANDLE BOARD, REPRESENTING THE ONE WHOM WE TODAY HONOR, LIGHT THE REMAINING CANDLES REPRESENTING NOT ONLY THE REMAINING MEMBERS OF THIS CLUB, BUT OUR VISITING LIONS AND OUR SPECIAL GUESTS.

AS EACH CANDLE IS LIT, THE LIGHT OF LIONISM IS SPREADING FURTHER INTO OUR COMMUNITY, INTO THE WORLD AND ALL CORNERS OF THE EARTH.

MAY WE SUGGEST THAT THIS ACTION, OF LIGHTING CANDLES, BE CONSIDERED AS THE PASSING OF A TORCH----A TORCH THAT WE CALL THE "FLAME OF LIONISM" ----AN EVERLASTING GIFT PASSED TO US BY LION\_\_\_\_\_.

ABOVE ALL THESE, MAY WE REMEMBER OUR OBLIGATION TO OUR GOD.

NOW, MAY I SHARE WITH YOU A LETTER WHICH HAS BEEN RECEIVED FROM LIONS INTERNATIONAL HEADQUARTERS, OAK BROOK, ILLINOIS, USA.

FROM OUR INTERNATIONAL PRESIDENT, LION\_\_\_\_\_.

WE ASK AN INTERNATIONAL / PAST INTERNATIONAL OFFICER OR A DISTRICT OFFICER:

*LION\_\_\_\_\_ OF \_\_\_\_\_ CLUB*

TO PLEASE READ THIS FOR US.

LIONS AT THEIR VARIOUS ANNUAL CONVENTIONS INCLUDE IN THE AGENDA, A NECROLOGY SERVICE, WHERE WE REMEMBER THOSE LIONS WHO HAVE DEPARTED FROM THE LIONISTIC FAMILY.

SUITABLY, DURING OUR DISTRICT N-1 CONVENTION, WE WILL BE REMEMBERING OUR FELLOW LION AND OTHERS.

THE CELEBRATION WHICH WE TODAY HAVE ENTERED INTO, IS A WAY WE HAVE CHOSEN, WITH PRIDE AND REVERENCE, TO RECOGNIZE OUR OWN LION\_\_\_\_\_WHO HAS ADDED GREATLY TO THE HISTORY OF OUR CLUB. WE WHO REMAIN, HAVE HEAPED UPON US, THE REWARDS OF THE STEADFAST LOYALTIES, FELLOWSHIP AND SACRIFICIAL SERVICE, THAT HAS BEEN MADE BY OUR FELLOW LION.

WE MUST ALL BE CHALLENGED TO GO ON AND DO BETTER THINGS, IN THE DAYS AHEAD, FOR OUR FELLOW MAN.

**(NOTE: The following could be optional, and would be used only if there is to be a memorial cabinet dedicated to housing these memorabilia)**

Included in this service, is still another significant event to perpetuate the memory of LION\_\_\_\_\_, for a memorial is here erected in his/her memory to include those articles which were a vital part of his/her external expression of LIONISM.

**A CLOSING PRAYER: The LORD'S PRAYER.**



**Memorial  
Commemoration  
Re-Dedication  
Service**

**District N-1**

## Fellow Lions and Friends:

This is a distinct privilege for us to gather as LIONS, men and women of service and good will.

**As this is a solemn occasion, I would ask all present, to lend that dignity, suitable for such a ceremony, by giving your undivided attention to the proceedings.**

**LION \_\_\_\_\_ will say the Lions Invocation;**

Where Lions meet, be present Lord. Weld all our hearts in one accord.  
To do thy will, Lord make us strong. To help the weak and right the wrong.

*This is a commemorative service of*

**LION \_\_\_\_\_ and we will begin by turning off all the lights in the hall.**

(One candle ONLY to be lit on the candle board with the following words)

Jesus said, in the Gospel of St. John 8:12

***“I am the light of the world”***

May we reflect for a few moments on God’s love for us through his son, the Lord Jesus Christ.....

**The second candle, now being lit, represents the love and service of LION \_\_\_\_\_.**

**We light it from the CHRIST CANDLE to show God’s love flowing through and from those who are his servants.**

**“It is better to light one candle than to curse the darkness therein.”**

**John 12:35-36**

**Jesus said:**

**“Yet a little while is the light without you,  
Walk while you have the light  
Lest darkness come upon you.  
For he that walked in darkness  
Knoweth not whether he goeth.  
While ye have light  
Believe in the light  
That ye may be the children of light.”**

**Also recorded in Corinthians 12:4-5**

**“There are varieties of gifts,  
But the same spirit -----  
And, there are varieties of service  
But the same Lord.**

**Let us pray:**

**Almighty God:**

**Daily --- weekly, show us how to respond creatively to the  
need of a hurting, changing world.**

**As those who serve --- make us channels of your grace,  
your mercy, and peace to others.**

**Amen**

**The clock of life is wound but once  
And no man has the power,  
To tell just when the hands will stop ---  
At late ---or --- early hour.**

**Today --- this very moment, is the only time we own!**

**Live --- Love --- Toil with a will,  
And Place no faith in tomorrow ---  
For the clock may then be still.**



**Yesterday is gone ---  
Tomorrow never comes,  
Today --- is the day we LIVE!!!  
The second candle we lit on the candle board signifies that we  
are here to give thanks for the life of LION \_\_\_\_\_.**

**His/Hers was a light stretching out into the darkness of the  
world.**

**This candle serves to remind us, that we should never under  
estimate the extent of the accomplishment, which can be  
obtained by one man, dedicated to a single goal. For, without  
that light, complete darkness would now prevail, in this vicinity.**

**We gather, not to mourn the passing of a Lion, a thoughtful,  
courageous and hopeful individual, a caring and compassionate  
friend, ---**

**Rather --- it is time to remember, that the grinding that would  
wear to nothing, a lesser stone, merely serves to give luster, to a  
diamond!**

**The most fitting tribute we may offer to LION \_\_\_\_\_  
is for each person here to take these few precious moments to  
be silent, and pause, reflecting diligently, in the privacy of their  
heart, the many challenges remaining, that face the family of  
LIONISM in his/her community, and indeed, throughout the  
world of LIONISM.**

**As we honor the memory of one who practiced well, the Lions  
concept of humanitarian service, we recall the many goodness'  
of his/her life. Thus so --- may each one respond to the  
challenge of carrying the light further into the darkness of life.**

**May each of us take time to quietly re-dedicate ourselves to the  
true purpose of Lionism.**

**To accomplish this, we must have something to commonly  
abide by as Lions, Lioness and Leos.**

**We have our Lions Club Objects and the Lions Code of Ethics, with which, once again, we will refresh our memories.**

**Will all present please stand and remain standing forming a human chain, by joining hands, thus uniting in hand, mind and spirit in service and thought.**

**Lion \_\_\_\_\_**

**Office \_\_\_\_\_**

**Club \_\_\_\_\_**

**--- Will remind us of our LIONS CLUB OBJECTS**

**Lion \_\_\_\_\_**

**Office \_\_\_\_\_**

**Club \_\_\_\_\_**

**--- Will remind us of our LIONS CODE OF ETHICS**

**Lions, at their various annual conventions include in the agenda, a necrology service, where we remember those LIONS who have departed from the Lionistic family.**

**Suitably, during our District N-1 convention we will be remembering our fellow LION and others.**

**The celebration, which we today have entered into, is a way we have chosen, with pride and reverence, to recognize our own LION \_\_\_\_\_ who has added greatly to the history of our club. We who remain, have heaped upon us, the rewards of the steadfast loyalties, fellowship and sacrificial service, that has been made by our fellow LION.**

**We must all be challenged to go on and do better things, in the days ahead, for our fellow man.**

**(NOTE: the following could be optional and would be used only if there is to be a memorial cabinet dedicated to housing these memorabilia)**

Included in this evening, is still another significant event to perpetuate the memory of LION \_\_\_\_\_ for a memorial is here erected in his/her memory to include those articles which were a vital part of his/her external expression of LIONISM.

**A closing prayer: the LORD'S PRAYER**

**Lion** \_\_\_\_\_

**Office** \_\_\_\_\_

**Club** \_\_\_\_\_

## **APPENDIX L**

### **PARLIAMENTARY PROCEDURES**

All the business of the District shall be conducted according to the **ROBERT'S RULES OF ORDER** newly revised.

#### **FUNDAMENTALS OF THE PARLIAMENTARY PROCEDURES**

Only the experts or "parliamentarians" must know all the rules and technicalities. The fundamentals listed below can help you participate in practically any meeting in an intelligent, decisive way. It is important to keep in mind that every meeting should have an "Order of Business" or "Agenda". Usually included is:

1. **CALL TO ORDER**  
By the presiding officer. BE ON TIME!!! CHECK QUORUM!!!
2. **OPENING EXERCISE (if desired)**  
Welcome. Roll call (if customary)
3. **APPROVAL OF THE MINUTES**
4. **REPORTS OF OFFICERS**
  - a. Corresponding Secretary
  - b. Treasurer's financial report
  - c. Other Officers (call on only if they have a report)
5. **REPORTS OF STANDING AND SPECIAL COMMITTEES**

Standing Committees listed in by-laws, are usually called on, in the order in which they are listed. A motion arising out of an Officer's report or Committee's report is taken up immediately.

Only those Special Committees that are prepared, or where instructed to report, should be called on. Those that are to report, should be called in the order in which they were appointed.
6. **UNFINISHED BUSINESS**
  - a. A question postponed from the last meeting.
  - b. Any other unfinished business. (Secretary should inform President)

## **7. NEW BUSINESS**

- a. Correspondence that needs action
- b. Bills
- c. Further new business--Members can introduce new items, or can move to discuss any matter which is on the table.

## **8. ANNOUNCEMENTS**

The chair may make or may call on other Officers or Members to make any necessary announcements. Members may also obtain the floor for such purpose.

## **9. PROGRAM**

Although the program is usually placed at the end of the order of business, it can, by special rule, be received before the minutes are read, or by suspending the rules, be received any time. Given in courtesy, to a guest speaker, the Chair may ask for a suspension of the rules, so that the talk can be located at an unscheduled point, within the business portion, of the meeting. Usually, this is done by unanimous consent:--*chair announces*: "If there is no objection, we will hear our program at this time."

## **10. FURTHER BUSINESS**

Chair asks if there is further business before adjournment.

## **11. ADJOURNMENT**

May be done by general consent or by vote.

## **PUTTING IDEAS BEFORE THE GROUP**

### **1. OBTAINING THE FLOOR**

Address the Presiding Officer, by his or her official title. *Wait for recognition.* Once you have the floor, you may speak and with exceptions, no one may interrupt you.

### **2. MAKING A MOTION**

All proposals for action by the group must be presented by a "**motion.**" Begin by saying: "I move that----." Make your motion brief and concise. If possible, have it written out ahead of time. The Secretary may request a written copy of any motion.

### **3. SECONDING A MOTION**

Before an idea may be discussed, it must be seconded. You need not agree with a motion in order to second it. If the Chair overlooks the absence of a second, and debate or voting has begun, the second becomes immaterial. An absence of a second does not affect the validity of the motion's adoption.

#### **4. AMENDING THE MOTION**

To add to, substitute or subtract from a motion, that someone else has made, submit your idea to the group by "**amending the motion.**"

#### **5. AMEND THE AMENDMENT**

Altering the motion, can be carried one step further, by "**amendment to the amendment.**" You now have a primary amendment and a secondary amendment to the MAIN motion. You may not have more than these two.

#### **6. POINT OF INFORMATION**

If the issues become confusing, you may ask for clarification, by asking for a "**point of clarification**" from the Chair.

#### **7. DIVIDE THE QUESTION**

It is often possible that a motion may contain two or more parts that you wish to be considered separately. You may ask that each part be considered separately. This often helps to clarify the entire motion, and keeps only those parts that most benefit the group. This is usually done by general consent, as it only requires a majority vote.

### **LET'S STICK TO THE FACTS**

#### **8. POINT OF ORDER**

If you feel a violation in parliamentary procedure exists, call for a "**Point of Order**" to enforce the rules. The Chair rules, but is obligated to recognize you, and pass on your inquiry to the group.

#### **9. APPEAL FROM DECISION OF THE CHAIR**

If you disagree with the decision of the Chair, you can appeal. (*It must be done immediately following the ruling.*) It does require a second. The Chair must state the question, and the whole group votes on whether to overrule or sustain the Chair. Either a majority vote, or a tie, will sustain the Chair.

#### **10. ORDERS OF THE DAY**

If the meeting goes off on a tangent, and does not follow the agenda, or the order of business, you may remind the Chair by calling for "**Orders of the Day.**" This requires a 2/3 vote and is put to the vote, at the discretion of the Chair.

#### **11. MOTION TO LIMIT DEBATE**

To prevent a discussion from dragging on endlessly, you can:

- a. Move to limit each speakers time.
- b. Move to limit the number of speakers.
- c. Move to limit the overall time of debate

d. Move to close debate at a set time, and vote.

These questions require a 2/3 vote. This is an important safeguard, as it proves that twice as many vote for an issue, as against it.

## 12. MOTION TO REFER

When it is advisable to give further study to a proposal, move that the matter be referred to the Committee.

**NOTE: Kind of committee, size and power, should be included in the motion.**

## 13. HOW TO END DEBATE

**“Call for the Previous Question.”** This will close debate on a pending question, and require immediate vote by the group, on whether to close debate. A 2/3 vote is required.

## POSTPONING CONSIDERATION

## 14. MOTION TO TABLE

A move to **"lay on the table"**, means to temporarily put aside, one motion, to consider another. It is not debatable, and after a matter has been tabled, it may be taken from the table at the same meeting (*if other business has intervened*) or at the next regular meeting. After that, it would be **"DEAD"** and the matter would have to be reintroduced.

## 15. POSTPONE TO A CERTAIN TIME

“I move that action on this matter be postponed until \_\_\_\_\_”(state time).  
*If carried, the matter is postponed to the time specified, and comes up as **unfinished business**.*

## 16. POSTPONE INDEFINITELY

Primarily a strategic motion, used to reject the main question, without incurring a direct vote on it.

## VOTING AND ADJOURNING

## 17. DIVISION OF THE HOUSE

To get a more accurate count than a voice vote, call for **“a division of the house.”** A demand from a **SINGLE MEMBER, compels the division.** This is really a request for a revote. If no request for a division is made, when the vote is announced, the only motions that can change a vote are to reconsider or rescind.

**18. MOTION TO ADJOURN**

May be done at any time, but requires a majority.

**NICE TO KNOW**

**19. WHAT'S THE QUORUM IN A COMMITTEE?**

A majority of its members, unless otherwise stated in the by-laws.

**20. DOES A COMMITTEE HAVE A SECRETARY?**

The Chair may act as Secretary, but in a large committee, it is advisable to have someone else, to keep records for the committee's use.

**21. CAN DEBATE BE LIMITED IN A COMMITTEE?**

No.

**22. WHAT RIGHTS DO EX-OFFICIO MEMBERS HAVE ?**

All of the rights of any other member, but none of the obligations. They are not counted in the quorum, but must be notified of all meetings.

**23. MAY A MOTION BE WITHDRAWN?**

Yes. ***IF IT HAS NOT BEEN STATED BY THE CHAIR, THE MAKER OF A MOTION, MAY WITHDRAW HIS MOTION.*** (A withdrawn motion, DOES NOT appear in the minutes.) Once a motion has been stated by the Chair, it can be withdrawn, only by the general consent or a majority vote.

**24. HOW CAN ACTION ALREADY VOTED ON BE RECONSIDERED?**

By a move to reconsider the vote. This must be done on the same day the vote has been taken, and a motion to reconsider, may only be made by one who voted on the prevailing side.

**25. IN A STANDING COMMITTEE OR SPECIAL COMMITTEE:**

A motion to reconsider a vote, may be made any time, regardless of the time that has elapsed. It may be made by anyone who voted with the prevailing side, or did not vote at all.

**26. CAN A MOTION BE RESCINDED? IF SO, WHEN?**

Any member can move to rescind a motion. The motion is in order at any time, until action has been taken on the matter. The motion to rescind, requires a majority vote, with previous notice, or a 2/3 vote, without notice. The motion and the action to rescind, appear in the minutes of the respective meetings, where the actions were taken.

**NOTE:** The motion to rescind (repeal, annul) re-opens the whole question for discussion.



**27. WHAT IS A SUBSTITUTE MOTION?**

A motion of similar, but different intent, than the pending motion. If a substitute motion carries by a majority vote, the second motion becomes the pending question for consideration, and the first motion is discarded, and is no longer before the assembly.

**28. CAN THE PRESIDENT INTRODUCE NEW BUSINESS?**

Yes, but the motion to act, must come from the floor.

**29. NEED MOTIONS BE IN WRITING?**

If possible, write out your motion. The President and or Secretary may request your motion in writing.

## APPENDIX M



# SPEAKOUT REGULATIONS DISTRICT N1

(Revised Feb-2008)

INCLUDES: Speakout rules  
Judges' check list  
Student's Speakout Judges Score Sheet  
Student's Speakout Judges' Summary Sheet  
Official Timer's Work Sheet  
Student's Speakout Time Keeper's Score Sheet  
Speaker's Resume Form

## SPEAKOUT REGULATIONS

- 1** The contest will be co-educational at all three levels. (Club, Regional & District)
- 2** The contest is open to any high school student (**grades 9-12**) 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 31st.
- 3** Speeches at each level shall **not be less than four (4) minutes and not more than six (6) minutes in length**. A penalty of ten (10) points for each one-half (1/2) minute or portion thereof will be assessed.
- 4** **Contestants at the Club level** may use **prepared scripts**; however, excessive reading will be penalized.
- 5** **Contestants at the Regional and District levels** must use **notes only**.

**6** Contestants may use a different topic at each Speakout.

**7** At the end of each speech, contestants will be asked two (2) questions—one from each questioner. Questioners shall alternate when asking questions. The judges will award points on the basis of knowledge displayed when answering the questions and the manner of the response. Questioners will not score speakers.

**8** **At the Club Level** the Speakout Committee will select three (3) Judges, two (2) questioners and a timekeeper. The committee will also provide a list of Speakout topics to the contestants at least three (3) weeks prior to the Club Speakout date. The contestants may provide their own topics at the Club Level, subject to the Club Committee's approval.

**9** **At the Region Level** the Committee appointed by the Region Chair will select three (3) judges, two (2) questioners and a timekeeper. The Committee will also provide a list of topics to each Club winner, at least three (3) weeks before the Region Speakout date; possibly on the night of the Club Speakout.

The District Speakout Chair will provide a list of suggested topics for the Region Chair to be included in the Region Finals. Contestants may use a topic of their own choice.

**10** **At the District Level** a Committee appointed by the District Speakout Chair will arrange for judges, questioners and a timekeeper. The Committee will also provide Speakout topics to the Region winners. These topics should be given to the winners by the Region Chair at least three (3) weeks prior to the Speakout date; possibly on the night of the Region Speakout. Contestants may use a topic of their own choice.

**11** **At each level**, topics should be given to the questioners at least one (1) week prior to the contest. Questioners should be instructed, at all levels, to ask questions which are clear and concise and relevant to the contestant's topic. It is strongly suggested that the questions not include lengthy preambles as they distract from the contestant's ability to formulate answers.

**12** **At each level**, contestants will be assigned numbers which are chosen prior to the Speakout. **Contestants will be introduced by number and topic only**, prior to the delivery of their speeches. Contestants will be identified after all contestants have spoken and while the judges are deliberating. **Contestants are not to indicate, previous or during the course of the speech, his/her name or the school represented.**

**13** **A Standard Form Resume** will be required to be completed by each contestant at both the Region and District levels. This will greatly assist the proper introduction of contestants who will be identified while the judges are deliberating. (See attached form)

**14** **All Contestants** will be evaluated in three categories (as per enclosed sheet)

**Delivery of speech**  
**Material in speech**  
**Response to questions**

- 15 Each Level of Speakout should be completed as follows:
- 1 CLUB LEVEL Before March break
  - 2 ZONE & REGION LEVEL Two weeks before Sub-District Convention
  - 3 DISTRICT LEVEL At Sub-District Convention
  - 4 MULTIPLE DISTRICT At Multiple District Convention
- 16 At all levels, Club, Region & District ---the three (3) Judges, two (2) Questioners & a Timekeeper, **shall not be members of Lions or Lioness Clubs.**

GENERAL INFORMATION:

- A) Judges at all levels should be seated separately.
- B) Contestants should be seated facing the audience.
- C) Provisions should be made to have Judges indicate when they are ready for the next speaker
- D) Questioners should be seated together to avoid repetitive questions.
- E) Time limits suggested and subsequent penalties should be adhered to, as this is a component of a successful presentation. It is conceivable that time penalties could affect the outcome of a closely contested Speakout.
- F) General positive adjudication to be given for all speakers.
- G) Specific adjudication to be given for the winner and the runner-up, so that all present can see and understand why they were selected.
- H) At the District finals, the Judges will be required to hand in their judging sheets to the Committee.
- I) Winning contestant (teacher, sponsor and parents) at the District finals be invited “gratis” to the banquet, and be introduced to the gathering.

REMINDERS

- 1 It is very important that each Club’s Speakout Chair and Region Chair examine his/her role in this project. With their co-operation, the project can be successful.

- 2 Region Chair should forward the name of the Region Winner to the District Speakout Chair as soon as possible following the contest.
- 3 A suggested judging sheet, judges' checklist, timekeeper's sheet and resume sheet have been attached for the convenience of the organizing committee.

**LEVEL ONE: CLUB SPEAKOUT**

1. Each Lions Club in District N1 is encouraged to sponsor a Speakout and include all interested schools within its boundaries.
2. Please encourage the schools to provide the opportunity for many students to participate. Clubs should accept as many speakers as they can reasonably handle at their contests. Remember, that our objective is to encourage many young men and women to speak, not just one or two of the best.
3. The local Club Committee shall be responsible for contest organization. Arrange for a panel of THREE JUDGES and TWO QUESTIONERS.
4. Prizes at the club level are **suggested** to be:
  - 1 First a suitable trophy or plaque and \$ 75.
  - 2 Second a suitable trophy or plaque and \$ 50.
  - 3 Third a suitable trophy or plaque and \$ 25.
  - 4 All other contestants should be given a plaque or trophy or medallion as a memento and Clubs are asked to please stay within these guidelines.
5. All club contests should be completed before the March break.
6. As soon as the Speakout has been completed, the chair or Secretary must forward the following information to the Region Chair:
  1. Number of contestants
  2. Name, address, and telephone number of the Club winner
  3. Topic chosen by the winner

**LEVEL TWO: REGION SPEAKOUT**

1. The organization of the Region Speakout will be the responsibility of the Region Chair. He/She shall:
  - 1 Decide a place and date for the Speakout.

- 2 Draw up a list of at least SIX topics for the speakers and ensure the topics reach the contestants TWO weeks before the contest.
- 3 Arrange for a panel of THREE Judges and TWO Questioners.

2. Prizes at the Region Level are suggested to be:

- |          |  |
|----------|--|
| 1 First  | a suitable trophy or plaque and \$ 100 |
| 2 Second | a suitable trophy or plaque and \$ 75  |
| 3 Third  | a suitable trophy or plaque and \$ 50  |

All other contestants should receive a plaque or trophy as a memento. **The financial portions of the prizes are meant to be maximums.**

3. Expenditures at the Region Level shall be shared equally by **ALL CLUBS** in the Region. The Region or Zone Chair should see that the Clubs are billed.

4. As soon as the Region Speakout is completed, the Region Chair must forward to the District Chair, the following information:

1. Number of contestants participating in the Region Speakout and the number of Club Speakouts in each Club in the Region.
2. Name, address and telephone number of the Region winner.
3. Sponsoring Lions club of the winner.
4. Title of the topic used by the winner.

5. Region Speakouts must be completed by the March Break.

### **LEVEL THREE DISTRICT SPEAKOUT**

1. The District Speakout will be held during the Spring Convention and the organization will be the responsibility of the District Governor, the Club hosting the Convention and the District Speakout Chair.

2. The Host Club of the Convention will provide a panel of **THREE JUDGES** and **TWO QUESTIONERS**.

3. The Host Club of the Convention will make arrangements for press, radio and television coverage.

4. The Host Club of the Convention will book hotel rooms for the contestants. (One room per contestant.) It is necessary, since by the time the region contests are finished, it may be too late for the contestant to get a room.

5. Prizes at the District Level shall be:
  - 1 First a suitable trophy or plaque and \$250
  - 2 Second a suitable trophy or plaque and \$100
  - 3 Third a suitable trophy or plaque and \$50
  - 4 All other contestants should receive a plaque or trophy as a memento.  
**The financial portions of the prizes are meant to be maximums.**
6. All Contestants shall be given ONE banquet ticket.
7. Expenses for the District Level shall be as follows:
  - a) The District will assume responsibility for:
    - (i) Financial prizes plus trophies
    - (ii) Banquet tickets for contestants
    - (iii) D.G.O. Expenses for District Chair
    - (iv) Postage, telephone, etc.
  - b) The Region will assume responsibility for:
    - (i) Meals for contestant (up to \$20 per day)
    - (ii) Travel expenses of contestant at prevailing International rate.
    - (iii) Hotel accommodations for the contestant. (One room per Contestant).
8. **HOME CLUB OF EACH REGION WINNER SHALL PAY THE TOTAL EXPENSES AND THEN BILL ALL OF THE CLUBS IN THE REGION.**

# DISTRICT N1 JUDGES CHECK LIST

1. DELIVERY OF SPEECH:

- a) The contestant's sincerity and conviction
- b) The quality of the voice (use of breath, pitch, resonance, etc.)
- c) Voice techniques (phrasing, vocal punctuation, paragraphing, emphasis, pacing pauses, inflection, use of climax, etc.)
- d) Pronunciations and articulation
- f) Movement and gestures
- g) Communication with the audience

2. MATERIAL OF SPEECH

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

3. RESPONSE TO QUESTIONING:

A) The Responses:

- (i) Did the contestant fully understand the questions?
- (ii) Did the contestant fully answer the questions?
- (iii) Did the contestant appear to know his/her subject thoroughly?
- (iv) Did the contestant apply reasoning and logic in the answer?

B) The Manner of Response:

- (i) Did the contestant receive the question well? Was he/she poised, confident and controlled?
- (ii) Was the answer given promptly?
- (iii) Did the contestant answer fluently?
- (iv) Did the answer reveal that the contestant can think on his/her feet and maintain dialogue with the audience?



**LIONS CLUBS INTERNATIONAL  
DISTRICT N-1  
STUDENT'S SPEAK OUT**

**JUDGES SCORE SHEET**

Judges should be given a copy of the Speakout regulations prior to judging

<b>SPEAKER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>1. Delivery of Speech--40%</b>								
a) Voice 8%								
b) Modulation 8%								
c) Enunciation 8%								
d) Pace 8%								
e) Appearance 8%								
<b>2. MATERIAL IN SPEECH - 30%</b>								
a) Construction 15%								
b) Lucidity 5%								
c) Interest 10%								
<b>3. RESPONSE TO QUESTIONS - 30%</b>								
a) Replies: Adequate, logical, etc. 15%								
b) Manner of response: calm, fluent, etc 15%								
<b>SUB-TOTAL</b>								
Penalty for use of notes (up to 20%)								
<b>TOTAL SCORE</b>								

**LIONS CLUBS INTERNATIONAL  
DISTRICT N-1  
STUDENT'S SPEAK OUT**

**JUDGES SUMMARY SHEET**

**JUDGES FINAL SCORES**

<b>SPEAKER</b>	1	2	3	4	5	6	7	8
----------------	---	---	---	---	---	---	---	---

JUDGE NUMBER 1								
JUDGE NUMBER 2								
JUDGE NUMBER 3								
<b>SUB TOTAL SCORES</b>								

<b>Penalty Points (Timekeeper)</b>								
<b>TOTAL SCORES</b>								

**FINAL PLACEMENT**

**THIRD PLACE            SPEAKER NUMBER \_\_\_\_\_**  
**SECOND PLACE        SPEAKER NUMBER \_\_\_\_\_**  
**FIRST PLACE            SPEAKER NUMBER \_\_\_\_\_**

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

**LIONS CLUBS INTERNATIONAL  
DISTRICT N-1  
STUDENT'S SPEAK OUT**

**OFFICIAL TIMERKEEPER'S WORKSHEET**

**CONTEST:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TIME IN MINUTES & SECONDS**

<b>SPEAKER</b>	1	2	3	4	5	6	7	8
<b>TIME STOP</b>								
<b>TIME START</b>								
<b>NET TIME</b>								

**Timekeeper's Signature:** \_\_\_\_\_

**LIONS CLUBS INTERNATIONAL  
DISTRICT N-1  
STUDENT'S SPEAK OUT**

**OFFICIAL TIMERKEEPER'S SCORE SHEET TOTALS**

<b>SPEAKER</b>	1	2	3	4	5	6	7	8
Speaking time min./sec								
<b>Penalty points</b>								

This form is to be given to the official timekeeper.

**Policy on speaking time**

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 penalized one (1) point for each ten (10) seconds or portion thereof. For example:

1-9 = 1    10-19 = 2    20-29 = 3    30-39 = 4    and so forth.

**LIONS CLUBS INTERNATIONAL  
DISTRICT N-1  
STUDENT'S SPEAK OUT**

**CONTESTANT'S RESUME FORM**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

LEVEL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

---

SCHOOL REPRESENTED: \_\_\_\_\_

LIONS CLUB REPRESENTED: \_\_\_\_\_

PARENT'S NAMES: \_\_\_\_\_

HOBBIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CAREER ASPIRATIONS: \_\_\_\_\_

---

OTHER PERTINENT INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# APPENDIX N

## PEACE POSTER CONTEST

District N- 1

### Peace Poster Contest Judge's Score Sheet

School / Group: \_\_\_\_\_ Number: \_\_\_\_\_

**ORIGINALITY:**

- |  |           |
|--|-----------|
| Shows originality of design, creativity, imagination and good planning | 1 2 3 4 5 |
| Displays the individuality of the artist                               | 1 2 3 4 5 |
| Shows original thought and composition                                 | 1 2 3 4 5 |

**ARTISTIC MERIT:**

- |                  |   |           |
|------------------|---|-----------|
| Line and Shape:  | <p>Are there a variety of lines and edges?</p> <p>Is there one shape motif or too many competing for attention?</p> <p>Are the shapes in harmony with each other or out of harmony?</p> <p>Do the shape(s) create balance and focus in the art?</p> | 1 2 3 4 5 |
| Space and Unity: | <p>Is space used to place the shape(s) in focus or too clumped together?</p> <p>Does the art hold together in harmony /one thought?</p>   | 1 2 3 4 5 |
| Colour:          | <p>Is there a dominate colour (s) or too many competing for attention?</p> <p>Does colour create harmony within the art or out of harmony?</p>  | 1 2 3 4 5 |

**EXPRESSION OF THE THEME:** \_\_\_\_\_

- |  |           |
|--|-----------|
| Did the piece make me stop/hold my attention?  | 1 2 3 4 5 |
| Was the artist able to create one area of focus?   | 1 2 3 4 5 |
| Did the artist create images to move the eye through the picture to express the message? | 1 2 3 4 5 |

Judge's Signature: \_\_\_\_\_ TOTAL: \_\_\_\_ / 45

**Note:** Each entry must meet the following rules and conditions to qualify for this contest. Artwork must be no smaller than 13 in. x 20 in. (33 cm. x 50 cm.) and no larger than 20 in. x 24 in. (50 cm. x 60 cm.). No letters or numbers are accepted on front.

The Peace Poster Contest awards structure shall be as follows:

1 <sup>st</sup> Prize	\$100.00 plus certificate
2 <sup>nd</sup> Prize	\$ 50.00 plus certificate
3 <sup>rd</sup> Prize	\$ 25.00 plus certificate

All Peace Poster submissions must be received by the District Governor no later than the date of the November Cabinet Meeting of each contest year.