

# POLICY MANUAL

## MULTIPLE DISTRICT N



PROPOSED FOR ADOPTION in MAY 2008

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

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

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

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

This document is meant to be gender neutral.

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

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

May 2008 - POLICY MANUAL COMMITTEE.

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## ***ELECTION OF COUNCIL CHAIR AND COUNCIL SECRETARY-TREASURER***

- A} Subject to Article V, Section 1 of the Constitution, any Candidate for the office of Council Chair or Council Secretary-Treasurer shall deliver (by mail or in person to the Council Secretary-Treasurer) written notice of their intention to seek the office of Council Chair or Council Secretary-Treasurer no less than ninety (90) days prior to the convening date of the Multiple District Convention. The Candidate(s) must be nominated by a sitting District Governor and must be elected by a majority vote of the delegates at the MD N Convention as defined in Article V, Section 1a) of the Constitution By-Laws.
  
- B} In the event of a tie vote for candidates with the least number of votes, a run-off election for those candidates only, shall be held to determine which candidate(s) shall proceed to the next ballot.

## ***DUTIES OF COUNCIL CHAIR***

In addition to the direction given in Article V and IX of the Constitution, and Article III and VI of the By-Laws, the following items shall be the responsibility of the Council Chair:

- A} To ensure that each Vice District Governor nominates their members for all Multiple District Committees for presentation at the first Council meeting and that elections for Committee Chairs, as necessary, be held at that meeting. In the event that the Council at its first meeting does not elect a Chair for any of the Multiple District Committees, then the Council Chair shall have the authority to appoint:
  
- B} It shall be the responsibility of the Council Chair to prepare the agenda, in consultation with the Council Secretary-Treasurer, for each Council meeting and circulate same to all members of the Council, all VDG's, PID's and to other persons included on the agenda not less than twenty (20) days in advance of the meeting as regulated by Section 5 - Meetings, of Article V of the Constitution.

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

- i) Notifying the Council Chair not less than thirty (30) days prior to the Council meeting;

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

***DUTIES OF THE COUNCIL SECRETARY-TREASURER***

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

- A} All reports submitted to the Council by any member of the Council, by the Chair of the Multiple District Committees, by the Cabinet Secretary-Treasurer and any other reports submitted to the Council must be forwarded to the Editor of the LIONS N-FORMER in time for official publication in the next succeeding issue.
- B} To see that the Policy Manual of Multiple District N is kept updated regularly and that copies are provided to all members of Council and to the Chairs of the Multiple District Committees each year.

- C} Shall be responsible for all Multiple District property and records. The Council Secretary-Treasurer shall turn over, as required, to Multiple District Chairs, obtain receipt for same and ensure that all properties and records are returned following their use.
- D} All Multiple District records and properties shall be turned over to his/her successor as quickly as possible, but not later than August 1<sup>st</sup> .
- E} Multiple District financial records and papers shall be kept for a minimum of 7 years. All other records are to be kept for 3 years.
- F} To transfer to the incoming Council Secretary-Treasurer the sum of \$1,000.00 from Administration Funds to enable the new Council to cover legitimate expenses incurred up to the turning over of all MD records. Such transfer shall be effected at the meeting of the new Council immediately following the close of the MD Convention.

### ***INVESTMENTS***

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

### ***MULTIPLE DISTRICT ACCOUNTS***

- A} Any and all accounts to be established in the name of Multiple District N to carry on approved Multiple District projects or activities must first receive the approval of the Council of Governors, together with a letter authorizing the appropriate signing officers for such accounts.
- B} Any person entitled to sign on any account established in the name of Multiple District N shall be bonded under the terms of the bond covering the Council Secretary-Treasurer and other officers of Multiple District N.
- C} Any individual who has received Council approval to establish an account in the name of Multiple District N to carry out any approved project or activity, shall within sixty (60) days of the completion of the activity provide to the Council of Governors a full accounting of all funds received and disbursed. Including all supporting receipts and documentation in support thereof, and shall turn over to the Council Secretary-Treasurer the balance of any funds held in said account for deposit to the appropriate main account of the Multiple District, which funds may then be advanced with Council approval to any succeeding chair or individual.

- D} An audit of all such accounts shall take place annually in conjunction with the audit of the Multiple District's books and records as set out in the Multiple District Constitution, Article IX, Section 4.
- E} The Council Secretary-Treasurer shall establish a bank account, in Canadian funds.

## **GIFTS**

- A} Recognition plaques shall be purchased by the Multiple District annually for presentation to the outgoing Council Chair and Council Secretary-Treasurer. The Council Secretary-Treasurer will be responsible to order and prepare these for presentation.
- B} Gifts for the guest speakers at the Fall Conference and the Multiple District Convention shall be purchased by the Convention Chair from the convention budget up to a maximum of \$250 for each occurrence. Gifts to be representative of the Multiple District or area if possible.
- C} An annual donation of \$1,000.00 US will be donated to LCIF on behalf of Multiple District N in lieu of gift presentation to the International Family and District Governors Elect. Such donations shall be paid from the Activities Fund.
  - i) The Multiple District Council Secretary-Treasurer is responsible to forward the donation along with the appropriate cards, two months prior to the International Convention;
- D} The Council Chair shall be responsible to select and buy a gift for the Multiple District Convention Chair. This expenditure not to exceed \$150.00 will come from the Administrative budget.

## **EXPENSES**

- A} The following Lions shall be entitled to reimbursement of their expenses in accordance with Lions International Rules of Audit for District Governors except Hotel accommodations shall be at the approved Convention rate for their attendance and participation in the first Council Meeting immediately after the MD Convention, the Fall Conference and the Multiple District Convention only:
  - i) Council Chair - Administration Funds;
  - ii) Council Secretary-Treasurer - Administration Funds;
  - iii) Multiple District Convention Chair - Convention Funds;

- iv) Constitution and By-Laws Chair - Administration Funds.
- B) The following Lions shall be entitled to reimbursement of their expenses in accordance with Lions International Rules of Audit for District Governors except Hotel accommodations shall be at the approved Convention rate for their attendance and participation in the Fall Conference and the Multiple District Convention only:
- i) Chair of the Long Range Planning Committee -(Administration Funds);
  - ii) Chair of the Budget & Audit Committee when required to attend by the Council (Administration Funds).
- C) The following Lions shall be entitled to reimbursement of their expenses in accordance with Lions International Rules of Audit for District Governors except Hotel accommodations shall be at the approved Convention rate for their attendance and participation at the Multiple District Convention only:
- i) Communications Chair – Administration Funds;
  - ii) Incoming Multiple District Convention Chair - Convention Funds;
  - iii) The Multiple District Training and Education Chair – Training and Education Funds.
  - iv) Multiple District Club Services Chair – Administration Funds
- D) The Multiple District Leadership Chair will be reimbursed as per Lions International Rules of Audit for District Governors except Hotel accommodations shall be at the approved Convention rate for the Leadership Workshops organized (normally two) for the Multiple District - Education and Training Budget.
- E) The following Lions shall be entitled to reimbursement for postage and telephone calls in connection with the proper business of Council and its Multiple District Committees. Receipts and copy of phone bill must be submitted with request:
- i) Council Chair;
  - ii) Council Secretary-Treasurer;
  - iii) All Multiple District Committee Chairs;
  - iv) Communication Chair;
  - v) Past International Directors.
- F) All requests for reimbursement must be submitted to the Council Secretary-Treasurer for repayment.

- G} Expenses not covered in this policy or in the Multiple District Constitution and By-Laws must be approved by the Council before any reimbursement is made.

**MULTIPLE DISTRICT BUDGET**

- A} The Budget and Audit Committee shall, annually, prepare a proposed Revenue & Expenditure Budget in conjunction with the Vice-District Governors and sitting Council Secretary-Treasurer for the next successive fiscal year, and shall present same for discussion and amendment at the current year's Fall Conference and for final approval at the current year's Multiple District Convention in accordance with Article IX, Sections 2 & 5 of the Multiple District Constitution.

**Note:** If any change in the per capita taxes is proposed, then prior Notice must be given at the preceding Fall Conference.

- B} Multiple District dues as approved by a Multiple District Convention are binding upon all Clubs in the Multiple District and do not need Sub-District approval to be collected.

**MULTIPLE DISTRICT DUES**

- A} The rate of Multiple District dues for the year 2007-2008 are as follows:

Multiple District Convention Fund	.50
Multiple District Administration Fund	2.10
Multiple District Promotion Fund	0.25
Multiple District Activities Fund	0.30
MD Education and Training Fund	<u>0.85</u>
	\$4.00

**DISTRICT GOVERNORS ELECT SEMINAR**

The Council Chair shall ensure that a Governors-Elect (and their wives) seminar is conducted at the Multiple District Convention with the assistance of such members of Council and Multiple District Chairs as he/she deems appropriate. The Council Chair shall also attempt to

ensure that an International Staff Representative is available to assist. In conjunction with this seminar, the Council Secretary-Treasurer shall ensure that an updated Multiple District N Policy Manual is available for each Governor-Elect.

### **FUND RAISING**

There shall be no Club nor Sub-District fund raising activities at any Multiple District function and there shall be no drawings at any Multiple District Banquet.

### **CONVENTION AND CONFERENCE SITES**

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

### **COUNCIL MEETING.**

1. The first meeting of the Council shall be held on the last day of the MD Convention, or the following day, as voted on by the District Governor's Elect, at the Fall Conference.

### **DRESS**

- A} The Council of Governors shall wear white dinner jackets at the International Night and District Governor Elect Banquets of the Multiple District Convention and at the Fall Conference Banquet, and shall wear their green or blue outfits at the necrology service and all Multiple District business meetings.
- B} At all banquets; the Past District Governors and Past International Directors shall have the option of wearing white or black dinner jackets or their green or blue outfits. All other Lions shall wear their green or blue outfits or business attire. **(No jeans)**
- C} Appropriate attire will be worn by those in the International Parade, as agreed upon, by the Council.

## ***PROTOCOL***

- A} Head table seating at all Multiple District banquets shall be according to the attached diagram attached to this Policy Manual as Appendix "B" (provided by Lions International) and local custom, and shall include:
- i) All District Governors and spouses, Council Chair, Council Secretary-Treasurer and spouses, Guest Speaker and spouse, and Convention Chair and spouse;
  - ii) When space allows, Past International Officers and spouses may be seated at the head table;
  - iii) When space allows, the Senior Leo Officer from the host District and their spouse or escort may be seated at the head table;
  - iv) At all Multiple District banquets, reserved tables shall be provided for Past District Governors, spouses of deceased Past District Governors, and Past International Officers. Spouses or escorts of the above shall be included at the reserved seating;
  - v) The verbal recognition of Head Table guests and others is the responsibility of the banquet Chair and the Guest Speaker only. All other speakers shall recognize the chair only;
  - vi) Non-Head Table guests (PDG's etc.) shall be recognized in groups, rather than individually;
  - vii) To follow as closely as reasonably possible the Protocol Guidelines as are attached to this Policy Manual as Appendix "A".

## ***RECEPTIONS***

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

## **CONVENTION**

- A} Rooms for the following groups should be allocated as closely together as possible, preferably on the same floor.
- District Governors and Cabinet Secretary-Treasurers;  
District Governors Elect and Cabinet Secretary-Treasurers Elect;  
Council Chair, Council Secretary-Treasurer, and Convention Committee members;  
Current and Past International Officers;  
Multiple District Committee Chairs.
- B} All the above shall confirm in writing not less than thirty (30) days prior to the Convention, that they will be attending the Convention and shall submit all necessary deposits with their confirmation or before. If such confirmations are not received, the allocated accommodations will be released and the above Lions will be placed in such rooms as are available.

## **TRAINING AND EDUCATION COMMITTEE**

- A} The responsibilities of the Multiple District Training and Education Chair shall be to:
- I) Organize and conduct the training session for District Governors Elect at the Multiple District Convention; and to
  - ii) Subsidise an APPROVED Leadership Training Program in the Sub-Districts, conducted by the Sub-Districts, to an amount not to exceed Seven Hundred Dollars (\$700) in each Sub-District.
- B} The Committee shall also include the Vice-District Governors, in conjunction with the Chair, in the planning of Training and Education Programs.
- C} The costs of conducting the training session for District Governors Elect by the Chair shall be paid by the Multiple District in accordance with the annual budgetary allowance therefore.
- D} The costs of conducting the Sub-District Leadership Training programs, by the Sub-Districts shall be paid by the Multiple District in accordance with the annual budgetary allowance therefore.

**MULTIPLE DISTRICT MEMBERSHIP COMMITTEE**

- A} The responsibilities of the Multiple District Membership Chair shall be to:
  - I) Organize and conduct a one day workshop for Sub-District Membership Chair for the purpose of educating them in their responsibilities and duties.
- B} The cost of conducting the one day Membership workshops by the Multiple District Membership Chair shall be paid by the Multiple District, with prior approval of the Council of Governors.

**MULTIPLE DISTRICT EXTENSION COMMITTEE**

- A} The responsibilities of the Multiple District Extension Chair shall be to:
  - I) Organize and conduct a one day workshop for Sub-District Extension Chair for the purpose of educating them in their responsibilities and duties.
- B} The costs of conducting the one day workshops for Sub-District Extension Chair by the Multiple District Extension Chair shall be paid by the Multiple District, with prior approval of the Council of Governors.

**COMMUNICATION COMMITTEE**

- A} There shall be a minimum of two publications per year. The Chair Publisher shall be appointed by the Council of Governors. Each District Governor Elect shall appoint an Associate to work with the Chair.
- B} The Associate Chair shall be responsible for the accumulation of news, reports and articles, including pictures from his/her District, and forwarding same to the Chair by the deadline date set by the Chair.
- C} The Council Secretary-Treasurer shall be responsible for forwarding minutes of Council meetings and reports to the Chair by the deadline date set by the Chair.

- D} The Chair will be reimbursed as per International Rules of Audit for District Governors to attend the Multiple District 41 Annual Convention.
- E} The Committee shall ensure that the official publication is published and mailed to the clubs at least 45 days prior to the start of the Fall Conference and the Annual Convention so as to allow timely notices to be published.

### **OTHER COMMITTEES**

- A} The following committees have been established to assist the Convention Committee at the Multiple District N Annual Convention.

Sergeant-at-Arms  
Tail-Twisters  
Convention Rules Committee

- B} These appointments will be made by the Host Multiple District N Convention Chair. These appointments are for the Multiple District Convention only.

### **SERGEANT-AT-ARMS**

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

### **TAIL-TWISTERS**

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

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

**CONVENTION RULES COMMITTEE**

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

***MULTIPLE DISTRICT SPEAK-OUT***

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

***AMENDMENTS, ADDITIONS, DELETIONS OR REVISIONS***

- A} Any amendments, additions, deletions or revisions to this Policy Manual shall first be submitted to the Council of Governors and the Multiple District N Constitution and By-Laws Committee for review and recommendation and presentation at the next MD N Conference or Convention and such amendments or revisions shall only become effective after an affirmative vote of a clear majority of the delegates registered at the next Conference/Convention; present in person, qualified and voting.
- B} It shall be the responsibility of the Multiple District Constitution and By-Laws Chair to, immediately after adoption of such amendments, additions, deletions or revisions to insert same or appropriately update this manual.

**ADOPTION AND SIGNATURE**

**This Multiple District N Policy Manual has been adopted on May 17th 2008.**

**SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_**

**PDG Oral Clark, CC**

**PDG Sam Parson, CST**

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

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

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

Protocol is a multi-faceted word.

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

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

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

**INVITATION**

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

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

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

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

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

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

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

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

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

As soon as you have been advised by Lions International that a speaker has been assigned for your event, a letter should be sent immediately to the invited guest, thanking him/her for their acceptance of the speaking engagement and furnishing him/her with pertinent information contained in Items 1 through 5

above. Any other information that may be deemed important and helpful to the speaker should also be furnished in such correspondence. Copies of all correspondence with the International Officer or Director should be sent to the International Office.

### **YOUR SPEAKER ARRIVES**

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

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

### **HOTEL ACCOMMODATIONS**

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

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

### **OFFICIAL LION ESCORT**

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

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

### **SCHEDULE OF EVENTS AND APPOINTMENTS**

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

## **PUBLICITY**

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

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

## **THE EVENT**

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

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

1. Try to arrange your visiting Officer's or Director's schedule so that he will arrive at the main meeting, dinner or convention session a short time before the event begins.
2. Whether your guest is an International Officer, Director or District Governor, his entrance should be marked with enthusiasm. If the audience is seated, members should rise and applaud him as he makes his way to the head table.
3. If a reception is planned just prior to the evening banquet meeting, it is suggested that the guest be escorted to the reception a short time prior to the time it is scheduled to end. This will allow sufficient time for him to meet and greet Lion dignitaries, and yet not over-tire him before the banquet begins.
4. If a meal is included in the festivities, the guest should of course, be served first. If the dinner is buffet-style, the head table should lead the line.

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

## **DISPLAYING THE FLAG**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **IN CONCLUSION**

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

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

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

APPENDIX "B"

MULTIPLE DISTRICT FUNCTIONS

AUDIENCE

(With Spouse & Guests)

Table

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

## APPENDIX "C"

### MULTIPLE DISTRICT N SPEAK-OUT REGULATIONS

#### **Section 1: Purpose of Contest**

To provide an opportunity for high school students to:

- (a) think about important issues facing them and their community, province/state or nation
- (b) organize their thoughts and ideas into a logical sequence, namely a prepared speech
- (c) express their ideas publicly and defend these ideas when questioned

#### **Section 2: General Regulations**

- (a) The Lions Club Speak-out will be co-educational.
- (b) The contest is open to any high school student who is in full- time attendance (i.e., not a part-time student) in high school and who will not be nineteen (19) years old on December 31 of the contest year.
- (c) All speeches are to be approximately five (5) minutes in length. Speeches shorter than four (4) minutes or longer than six (6) minutes will be penalised one (1) point for each ten (10) seconds or portion thereof; e.g. 2 Seconds = 1 point, 8 seconds = 1 point, 13 seconds = 2 points, 33 seconds =4 points, etc.
- (d) The speeches should in no way indicate where the speaker is from (School,Community, Province, State or Country ).
- (e) At the Club level, a script may be prepared. Except for quotations, however, the contestants may not read from the script. Points will be subtracted for excessive reading. At the Regional, Sub-District and Multiple District Levels the contestant may take only notes to the speaker's stand. The same speech may be used at all levels of the contest.
- (f) Immediately at the conclusion of the speech, each contestant will be asked two (2) questions, one from each questioner. These questions

should be worded in such a way that they require not merely recall of information, but rather some reasoning or application of knowledge of the subject. Points will be awarded, not only for the answers given, but also for the way the contestant handles the questions.

- (g) A panel of three (3) judges and two (2) questioners will be provided at each level.
- (h) In all contests, speakers will be assigned numbers which may be drawn by lot just prior to the contest. Contestants will be introduced by number only. The contestants will be introduced by name and school after all have spoken and the judges have retired.
- (l) A suggested score sheet and judges checklist shall be given to the judges.
- (j) The suggested dates for the completion of the contests are as follows:
  - (l) Club Level February 16;
  - (ii) Regional or Zone Level March 16;
  - (iii) Sub-District Level Sub-District Convention;
  - (iv) Multiple District Level Multiple District Convention

### **Section 3: Contest Organization**

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

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

Prizes at the Multiple District Level shall be:

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

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

#### **District Level;**

First prize	\$250.00
Second prize	\$100.00
Third prize	\$50.00

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

#### **Section 4: Judges' Check List**

- A. Delivery of Speech
  - (I) The contestant's sincerity and conviction
  - (ii) The quality of the voice (use of breath, pitch, resonance, etc.)
  - (iii) Voice techniques (phrasing, vocal punctuation, paragraphing, emphasis, pacing, pauses, inflection, use of climax, etc.)
  - (iv) Pronunciation and articulation
  - (v) Poise and facial expression
  - (vi) Movement and gesture
  - (vii) Communication with the audience
- B. Material of Speech
  - (I) Originality:
    - (a) Is this the student's own material?
    - (b) Is the approach to the subject fresh and new?
  - (ii) Interest (good material, stimulating arguments, etc.).
  - (iii) Use of language (good vocabulary, grammar, use of quotations, etc.)
  - (iv) Logical arguments (good introduction, body, conclusion, etc.)
- C. Response to Questioning
  - (I) The Responses:

- (a) Did the contestant fully understand the questions?
  - (b) Did the contestant fully answer the questions?
  - (c) Did the contestant appear to know his/her subject thoroughly?
  - (d) Did the contestant apply reasoning and logic in the answer?
- (ii) The Manner of Response:
- (a) Did the contestant receive the question well? Was he/she poised, confident, and self-controlled?
  - (b) Was the answer given promptly?
  - (c) Did the contestant answer fluently?
  - (d) Did the answer reveal that the contestant can think on his/her feet and maintain dialogue with the audience?

D. Judges' Score Sheets

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

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

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

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

Address \_\_\_\_\_

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

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

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

Hobbies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**SPEAKER 1      2      3      4**

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

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

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

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

**3. Responses to Questioning 30%**

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

**SUB - TOTAL**

Penalty for use of notes (Up to 20%)

**TOTAL**

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

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

**JUDGES FINAL SCORES**

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

Judge Number 1

Judge Number 2

Judge Number 3

**SUB TOTAL SCORES**

**Penalty points ( Timekeeper )**

**TOTAL SCORES**

**FINAL PLACEMENT**

**SPEAKER**

**Third place      No.**

**Second place    No.**

**First place        No.**

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





## APPENDIX "D"

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

#### RULES OF THE ASSOCIATION

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

Revised and adopted on May 17, 2008

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

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

## MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

### AWARDS POLICY

#### YEARLY AWARDS

Outstanding President

Outstanding Secretary

Rookie of the Year

These awards will consist of engraved plaques.

#### SPONSOR

The Past District Governors Association of Multiple District N.

#### OBJECTIVE

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

#### ELIGIBILITY

Past District Governors are not eligible for these awards.

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

#### TERM

The period to be judged is as follows;

President, July 1 to June 30.

Secretary, July 1 to June 30.

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

#### SELECTION PROCESS

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

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

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

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

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

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

PRESENTATION OF AWARDS

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

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

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

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

RECOMMENDATIONS

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

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

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

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

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

PUBLICATION

This Awards Policy, along with the Nomination Forms, will be;

Published in the Fall issue of the Lions N-Former.

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

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

Revised and adopted on May 17, 2008

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

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

## MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

### **DUTIES AND RESPONSIBILITIES OF OFFICERS**

#### **PRESIDENT**

##### **BEFORE THE END OF JULY**

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

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

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

##### **FALL (September to December)**

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

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

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

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

Presides over the Fall PDGA meeting, if called.

##### **WINTER ( January to March)**

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

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

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

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

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

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

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

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

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

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

Presides over the annual meeting of the PDGA.

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

## **VICE-PRESIDENT**

### GENERAL INFO

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

### FALL

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

### SPRING

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

Revised and adopted on May 17, 2008

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

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

### **SECRETARY**

#### GENERAL INFO

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

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

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

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

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

#### FALL (Before the Fall Conference)

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

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

WINTER (December to April)

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

SPRING (May and June)

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

Revised and adopted on May 17, 2008

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

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

### **TREASURER**

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

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

#### **FALL (Before the Fall Conference)**

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

#### **SPRING (May and June)**

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

#### **GENERAL INFO**

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

Revised and adopted on May 17, 2008

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

MULTIPLE DISTRICT N PAST DISTRICT GOVERNOR'S ASSOCIATION

**NOMINATION COMMITTEE CHAIR**

WINTER (January to MD Convention)

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

SPRING (May)

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

Revised and adopted on May 17, 2008

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

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

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

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

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

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

Please complete the following;

Yes      No

1. Were the monthly reports a) completed on time? .....      

b) mailed by 2<sup>nd</sup> of next month? .....      

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

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

4. Did all committees function effectively? .....      

5. Number of Board meetings held each month? \_\_\_\_\_

6. Number of regular or dinner meetings held each month? \_\_\_\_\_

7. Did the Club prepared and adhered to an administrative budget? ...      

8. Are Lion's highway signs properly maintained? .....      

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

10. List the Cabinet meetings or DGO meetings attended. \_\_\_\_\_

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

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

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

13. Did the candidate attend the Multiple District Convention? .....      

14. Did the candidate personally sponsor a new Lion this year? ...      

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

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

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

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

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

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

21. What activity did your Club do for Lions World Service Day?

---

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

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

**ENDORSEMENTS;**

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

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

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

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

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

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

**May 2008**

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

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

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

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

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

Please complete the following; Yes    No

- |  |                              |                          |
|--|------------------------------|--------------------------|
| 1. Were the monthly reports completed correctly? .....                             | ... <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? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keep list of Club's Committees? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Personally sponsor a new Lion this year? .....                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Keep a calendar of events and inform the President? .....                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Keep records of new members and their sponsors? .....                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Order awards promptly? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Submit a resume of the Club's activities to Lions Int. by June 30 <sup>th</sup> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Did the candidate keep a current list of members with coordinates?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Did the candidate attend the Sub-District Convention? .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Did the candidate attend the Fall Conference? .....                               | <input type="checkbox"/> | <input type="checkbox"/> |

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

19. List the Cabinet meetings or DGO meetings attended.

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

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

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

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**ENDORSEMENTS;**

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

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

District Governor's remarks;

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

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

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

USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTION.

May 2008

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

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

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

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

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

Please complete the following; Yes    No

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

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

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**ENDORSEMENTS;**

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

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

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

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

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

May 2008

**APPENDIX " E "**

**MULTIPLE DISTRICT N PEACE POSTER CONTEST**

Prize Structure:

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

## **APPENDIX " F "**

### **MULTIPLE DISTRICT N**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **APPENDIX "G"**

### **MULTIPLE DISTRICT N**

#### **Necrology Service**

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

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

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

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

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

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

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

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

Content of Service:

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

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

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

**Other:**

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