POLICY MANUAL

LIONS CLUBS
INTERNATIONAL

DISTRICT N2

Adopted April 28, 1990
amended May, 1994
amended February, 1996 & 1997
amended June, 1998 & 2000
amended April 2001 & May 2002
amended April 2003 & 2004
amended February 2005
amended April 2006
amended July 2007
amended April 2008 – 2009 -2010
amended August & October 2010
amended February – July - September 2011
amended April 2012
amended February - April 2013
amended April 2014
amended February – April – August – October 2015
amended – February – April - October 2016
amended – February 2017 – July 2017
amended – February – October 2018 – October 2019
amended – February 2020
amended – May 2021

BACKGROUND INFORMATION

The following document entitled "District N2, Policy Manual" was prepared by a subcommittee of the District Governor's Honorary Advisory Committee under authority of District Governor Sid W. Francis during the 1989/1990 Lions Year.

SUB-COMMITTEE MEMBERS WERE:

P.D.G. Peter L. Giffin, Chairman,
District Governor's Honorary Advisory Committee
P.D.G. Earle L. Hoare
P.D.G. Clyde A. Paul

Over the years, many motions were passed at Cabinet meetings meant to direct the District in its operations and policies. Also, many procedures became standard operating procedures even though they were never detailed in formal motions passed at Cabinet meetings or District conventions.

D.G. Sid Francis felt it was time to formalize all the information, motions and procedures by compiling a policy manual to direct the District Governor and Cabinet as well as assist the Lions of N2 better understand the operations of their District.

This historic document was approved by the delegates to the 1990 Nova Scotia Convention held in Yarmouth on the 28th day of April, 1990, and is now in full force and effect.

***"Wherever the male gender or pronoun presently appears in this policy manual, it shall be interpreted to mean both male and female persons."**

INDEX

Article I - DISTRICT ADMINISTRATION **PAGE**

A.	District Auditors	4
B.	Cabinet Records	4
C.	Storage of Cabinet Records	4
D.	Permissible Expenses of District Governor	5
E.	Attendance at International Conventions	5
F.	Expenses for Cabinet Secretary-Treasurer a/o Vice District Governors	6
G.	Expenses for Zone Chairmen & District Chairmen	7
H.	Term of District Chairmanships	7
I.	District Leadership, Education & Training	7
J.	Funding Leadership, Education & Training	7
K.	District Signing Authority	7
L.	District Speakout Contest	8
M.	District Project Participation	8
N.	Constitution and By-Laws & Policy Manual Committee	9
O.	Dues for New and Reinstated Clubs & Campus Clubs	10
P.	Advance District Funds In-Coming Administration	10
Q.	Request for Copies District Directory	10
R.	District Accounting Practices	11
S.	Honorary Committee	11
T.	District History Committee	11
U.	District Yearly Budget Forecast and Audited Financial Statements	11
V.	Long Range Planning Committee	12
W.	Funds from Sale of Stamps	12

Article II - CABINET MEETINGS/CONVENTIONS

A.	Frequency of Meetings	12
B.	Bar Closing	12
C.	Sound System	12
D.	Cabinet Reports	13
E.	Club Banners	13
F.	Honouring of Deceased Members	13
G.	Recognition of Past District Governors, Past District Lioness Presidents and Past Leo Presidents	13
H.	Head Table Seating at Luncheons and/or Banquets	13
I.	Dress for Past District Governors at Cabinet Meeting Banquets and District Convention Banquets	14

J. Dress for Lions at Cabinet Meeting Banquets and District Convention Banquets 14
K. Sale of Tickets at Cabinet Meetings and District Conventions 15
L. Accommodations for District Governor, 1st Vice District Governor, 2nd Vice District Governor and Cabinet Secretary-Treasurer 15
M. Funding of Cabinet Meetings, District Conventions & Sporting Events 15
N. Voting at Cabinet Meetings and N.S. Convention 16
O. Cabinet Meetings / Conventions 16
P. Cabinet & Convention Banquet / Dances 17
Q. Seminars / Workshops 17
R. Dressfor District Governor, Vice DistrictGovernors, Cabinet Secretary Treasurer, In-Coming District Governor, In-Coming Vice District Governors and In-Coming Cabinet Secretary Treasurer at Cabinet Meetings and/or District Convention Banquets 17
S. Fines Cabinet Meetings & Conventions 18
T. Registration Fee 18
U. Official Minutes & Reports 18
V. Visually Impaired 18
W. Lions Foundation of Nova Scotia 18

Article III - LEOS 18

Article IV - DISTRICT SPORTING EVENTS 19

A. District Golf Tournament
B. District Softball Tournament
C. Other Sporting Events/Tournaments

Article V - LIONS MEMORIAL SERVICES (see Appendix "A") 20

A. Memorial Service
B. Passing of a Lions Member

Article VI - CANDIDATE FOR INTERNATIONAL DIRECTOR 21

A. Fund-raising Committee
B. Fund-raising Committee Structure
C. Handling of funds prior to Declared Candidate
D. Handling of funds after Candidate Declared

Article VII - THE LIONS FOUNDATION OF NOVA SCOTIA 22

Article VIII - DISTRICT PUBLICATION 23

Article IX – DISTRICT DUES 24

Article X - AMENDMENTS, ADDITIONS, REVISIONS & DELETIONS 25

APPENDIX "A" {Memorial Services}

APPENDIX "B" {Speak-out Contest}

APPENDIX "C" {International Peace Poster Contest}

APPENDIX "D" {Lions Drug Awareness Poster Contest}

APPENDIX "E" (Job Description District Chairmanships)

APPENDIX "F" (Rules Best Club Contest)

APPENDIX "G" (Application & Criteria 100% Club Secretary Award)

APPENDIX "H" (Diplomacy suggestions for District Governor visits)

APPENDIX "I" (Global Leadership Team)

APPENDIX "J"(Information Only)

APPENDIX " K " (Club Boundaries)

APPENDIX "L" (Mission Statement & Goals)

ARTICLE I
DISTRICT ADMINISTRATION

A} **District Auditors**

Annually the District Governor shall appoint at least two (2) Lions (one of whom must be a Past District Governor) to act as District Auditors for that particular Lions' year. The appointments must be made no later than the February Cabinet Meeting (3rd). Whenever possible, the appointees to this position should have suitable financial administrative ability to undertake an effective audit. The auditors shall not be members from the home club of either the District Governor or Cabinet Secretary-Treasurer. The District Books shall be completed and turned over to the auditors not later than August 15th of each year and the District Books turned over to the new District Officers not later than August 31st of each year unless there are extenuating circumstances to the contrary.

B} **Cabinet Records**

The following documents are considered Cabinet records and are to be kept for 7 years, after which they shall be destroyed:

(1) Appropriate correspondence to/from District Governor, Vice District Governors and Cabinet Secretary Treasurer.
(2) All financial records and receipts with the exception of those noted below.
(3) Governor's Official Club Visit Reports.
(4) M Reports and Supplements.
(5) Annual Activities Report (International)

The following documents are considered Cabinet Records and are to be kept permanently:

(1) Minutes of all Cabinet Meetings & District Conventions.
(2) Audited copy of all yearly Financial Statements & Budgets.
(3) A copy of each Nova Scotia Lion, 41'er, Governor's Newsletter, District Directory.
(4) Cabinet Meeting & District Convention Banquet Programs.

No District Record other than those indicated is to be disposed of without the majority approval of Cabinet.

C} **Storage of Cabinet Records** *

All Cabinet records are to be stored at the Sackville NS Lions Club at the end of each District Governor's year until Cabinet authorizes their disposal.

D} **Permissible Expenses of District Governor**

The following should be considered allowable expenses to be paid by the District which are not currently covered by Lions Clubs International, to a maximum limit of $1,500.

- Any exceptional telephone expenses not covered by Lion Clubs International (LCI);
- Any postage costs not covered by L.C.I.;
- Any additional accommodation and meal costs to D.G.O. Meeting, Cabinet Meetings, District Convention, M.D. Council Meeting, M.D. Mid-Year Conference, M.D. Convention, which are above the coverage of L.C.I.;
- Mileage (#) only for attending the funeral service or the Memorial service of Lions;
- Any photocopying expenses or other office expenses not covered by L.C.I.;
- Stationary and stamps, if not covered by L.C.I.;
- Any reasonable entertainment expenses for our International Guest Speaker during the Nova Scotia Convention;
- Mileage (#) to respond to a Club experiencing organizational difficulties on a one-time basis only, following the first trip paid for by L.C.I.;
- Mileage (#) to enable the District Governor to meet with the press, if possible negative publicity will affect the image of Lionism in the District;
- Mileage (#) to meet with Government officials to promote District or International project(s) which is deemed to be in the best interest of the District.

[Mileage (#) - as written above means the District rate of $ .31 Canadian per kilometer.]

E} **Attendance at International Conventions**

Funds collected by way of dues for the outgoing District Governor to attend the International Convention at the conclusion of their term of office shall be used for that specified purpose unless otherwise stipulated.

The outgoing District Governor shall have the option of attending the International Convention or the Canada/USA Forum but not both.

At the end of each Lions year, any unused funds left in the District Booster Fund shall be placed in a Special Booster Fund Reserve. Any unused funds collected in dues for the purpose of sending the outgoing District Governor to the International Convention at the conclusion of their term of office from the 2004-2005, 2005-2006, and 2006-2007 Lion years shall be transferred to the Special Booster Fund Reserve from general revenues. Except for the afore

mentioned funds, no other funds from general funds will be or shall be used to bolster the Booster Fund or Special Booster Fund Reserve.

If at the conclusion of their term of office, the cost of attending the International Convention that year for the outgoing District Governor exceeds the amount collected from dues for that purpose during their year, they may apply to use funds from the Special Booster Fund Reserve to assist in covering the extra costs.

Such applications shall:

1) Be submitted to the Chairperson of the Budget/Audit Committee no later than January 31st of each year with the exception of the 2007-2008 Lions year.
2) Such application shall include the projected costs of the International Convention and the extra monies needed from the reserve to cover the extra costs.
3) Assistance requested shall not exceed 50% of the amount of monies in the Special Booster Fund Reserve.

A committee consisting of the Chairperson of the Budget/Audit Committee and the two (2) immediate preceding CST's shall make the decision regarding the applications.

In the event the District Governor is unable to attend the International Convention or Canada/USA Forum at the conclusion of their term of office, the District Governor may opt to attend the International Convention or Canada/USA Forum the following year. Should they not do so, their funding terminates. If sufficient funds were collected in dues during their term of office to send them to the International Convention at the conclusion of their term, they are not eligible to apply to the Special Booster Fund Reserve for extra funds should they have opted to attend the International Convention the year following their term of office. Their funding is limited to the amount they were eligible to receive for the year they were District Governor.

Any funds in the Special Booster Fund Reserve in excess of $ 10,000.00, to a maximum of $ 5,000.00, shall be transferred to a First Vice District Governor/District Governor Elect Adult Companion assistance fund to cover transportation costs in excess of the LCI allocation for the Incoming District Governor's (First Vice District Governor/District Governor Elect Adult Companion) to accompany him/her to the International Convention. Funds in excess of the $ 5,000.00 First Vice District Governor/District Governor Elect Adult Companion assistance fund shall be returned to general surplus for the District. Use of such funds shall approved by the sitting District Governor and the Budget and Audit Committee. The First Vice District Governor/District Governor Elect Adult Companion assistance reserve funds shall only cover costs associated with transportation to the International Convention being attended by the Incoming District Governor and do not apply to costs associated with the outgoing District Governor's attendance at the International Convention, or attendance at the USA/Canada Leadership Forum.

F} **Expenses for Cabinet Secretary-Treasurer and/or Vice District Governor's**

All reasonable, actual expenses necessary to discharge their duties as noted in the

International Constitution and By-Laws as well as our Multiple District N Constitution and By-Laws. This shall include expenses pertaining to mileage at the District rate of $ .31 Canadian per kilometer, accommodation and meals at all Cabinet Meetings, DGO's, District Convention, Multiple District N Convention and Multiple District N Council of Governors Meeting. Any additional expenses would be at the option of the District Governor when preparing his or her budget. Incoming Vice-District Governor expenses will be reimbursed for travel at the District rate of $ .31 Canadian per kilometer. and accommodations for the training period at the Multiple District Convention.

G} **Expenses for Zone Chairmen & District Chairmen**

Reimbursements for telephone and postage (with receipts) and such other reasonable expenses as may be requested in advance and specifically approved by the District Governor in writing. Zone Chairmen's expenses will be limited to $50.oo each during the Lion's year. Such other reasonable expenses will be reimbursed at the prevailing Lions Clubs International Rules of Audit.

H} **Term of District Chairmanships**

Any Lion holding a particular District Chairmanship shall be limited to a maximum term of three successive years.

I} **District Leadership, Education & Training**

The Global Leadership Team shall be responsible for planning and organizing all facets of the district's leadership, education and training programs and activities including leadership institutes and seminars, officer schools, information sessions and seminars at cabinet meetings. The Global Leadership Team shall, when requested, include EDUCATION AND TRAINING ACTIVITIES organized by the Global Membership Team and approved by the District Governor. Specific details pertaining to the Global Leadership Team's mandate and operating procedures are found in appendix I of this policy manual.

J} **Funding Leadership, Education & Training**

The Global Leadership Team shall operate programs and activities within the financial parameters established by the MD allocation and, in consultation with the District Governor, funds available from the district dues collected for education and training, including the Vice-District Governor (Elect) school.

K} **District Signing Authority**

The District shall approve annual bank signing authority for the Incoming Governor, First Vice District Governor and Cabinet Secretary-Treasurer at the District Convention, provided that, no two(2) signing officers shall be from the same household. Any 2 of 3 to sign.

L} **District Speakout Contest (See: Appendix "B")**

The Rules for the District Speakout Contest appear in Appendix "B".

M} **District Project Participation**

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 of any type is strictly on a club majority-decision basis. Funding of 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.

Further, any fund-raising activity undertaken to support a Club, Zone, District, Multiple District, National or International project(s) may not be undertaken within the geographic boundaries of another club in the District without the expressed written approval of the President and Secretary of the Club following a vote of approval by the majority of the members of the club.

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 proposal 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 N2 by way of the DG Newsletter, the Nova Scotia Lion or e-mail 30 days prior to the Cabinet meeting or Nova Scotia Convention at which the motion in Principle will be presented.

The following information must be provided at the time of request:
1) Project Name
2) Reason and justification
3) Total Project Cost
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 to the next or subsequent Cabinet or Convention with the time frame not exceeding 6 full months:

1) Number of clubs confirmed in writing who will participate and provide the necessary funding to complete the project.
2) Cost per club based on the following:
    i. Full participation
    ii. 75% District Participation
    iii. 51% District Participation

(C) Confirmation of sufficient or non-sufficient Club Funding and Club participation shall be presented to Cabinet by the District Projects Committee with their recommendation:

(a) to approve the project as a District project if all the criteria in B(1) and B(2) have been met or;
(b) to defer to the next regular meeting if the criteria in B(1) and/or B(2) have not been met, and it is deemed additional information is needed or;
(c) to abort the project if the criteria in B(1) and B(2) have not been met and it is deemed additional information is not required.

(D) An attempt to consider the project again is subject to (B), (1), (2) pending further investigation.

(E) Should any proposed District Project warrant consideration of Lions International Foundation (LCIF) for funding the following shall apply:
(1) Approval in Principle shall be obtained from District Cabinet.
(2) Sufficient funding pledges, in writing, must be obtained to meet the criteria required by LCIF to apply for a grant.
(3) Once sufficient funding pledges are received, approval of District Project pending approval of matching LCIF grant, shall be obtained from Cabinet.
(4) Apply for grant

N} **Constitution and By-Laws & Policy Manual Committee**

There shall be a standing committee made up of six members plus the Vice District Governors. Beginning with the 2020-2021 the Incoming District Governor shall appoint as follows: Initially two of the committee members shall serve for one year, two shall serve for two years and two shall serve for three years. In the following years replacement of the committee members shall be by appointment by the incoming District Governor and shall be for a term of three years. Members may be appointed for a second 3 year term.

The Chairperson shall be appointed by the District Governor.

The Committees terms of reference shall be to:

a) Regularly review the By-Laws and Policy Manual of the District,
b) Consider resolutions submitted according to the amending procedures in Article X of the Policy Manual and Article VII of the By-Laws,
c) Prepare proper notices of motion to be circulated at least 30 days prior to the next cabinet meeting/convention,
d) Provide advice and information when requested by district, zone and club officers,
e) Consider matters of concern referred by the District Governor and Cabinet,
f) Conduct elections at the Nova Scotia Convention,
g) Be available at cabinet meetings/convention to provide advice pertaining to the District Constitution, By-Laws and Policy Manual,
h) To provide interpretation of LCI, MD, and District legal documents when requested by the District Governor and/or Cabinet.

O} **New and Reinstated Club & Campus Clubs Dues**

District Dues for all new and reinstated Lions Clubs shall be waived for the first six months of operations.

District dues shall not be levied on Campus Club Members.

P} The outgoing District Governor and Cabinet Secretary Treasurer shall, on or before July 10 of each year, turn over to the District Governor elect and the Cabinet Secretary Treasurer the sum of $2,000.00 from the District funds as an advance to assist them in the administration of the District until such time as the District Audit has been completed and all remaining funds and books have been turned over to them to administer for their year.

Q) **Request for Copies District Directory**

The following policy shall be followed when requests for copies of our District Directory are received from outside Organizations:

1) It shall only be released to outside Organizations that have a close working relationship with Lion Service Programs.
2) The Directory/Names/Addresses are for the sole use of the requesting Organization.
3) The Directory/Names/Addresses shall not be passed on or sold to any other Organization by the requesting Organization.
4) An agreement in writing shall be drafted and signed by the requesting Organization and the District Governor stating that the information is for the sole use of the requesting Organization and shall not be passed on or sold.

Any request for a copy of our District Directory from an outside Organization received by an individual Lion or Lions Club shall be referred to the District Governor.

R) **District Accounting Practices**

All District books and accounting records shall be maintained and recorded on an accrual method of accounting together with all associated and generally accepted accounting principles associated therewith.

S) **Honorary Committee**

The District Governor may appoint a District Governor's Honorary Committee composed of Past District Governors who are members in good standing of Clubs within the District. This Committee shall meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this committee shall be appointed by the District Governor and shall attend meetings of Cabinet when requested by the District Governor.

Honorary Committee Duties

- Promote harmony through the District
- Perform duties as requested by the District Governor
- Met when called upon by the District Governor to do so
- Take problems assigned by the District Governor and recommend solutions after careful study

T) **District History Committee**

Commencing with the 2010-11 year, a District History Committee consisting of three members shall be appointed for a three year term for the purpose of developing an ongoing history for our District. The appointing District Governor shall appoint the committee chairman who shall report at each Cabinet Meeting and at the Nova Scotia Convention.

U) **District Yearly Budget Forecast and Audited Financial Statements**

THE BUDGET and AUDIT COMMITTEE, in consultation with District Governor Elect and Cabinet Secretary Designate, shall annually prepare and submit to the District Governor's Summer organizational meeting (DGO) for approval, an interim budget for the District affairs for the upcoming year.

THE INTERIM approved budget shall be effective as of the date of approval and shall remain in effect until such time as the audit of the past years books and records has been

completed by the Budget and Audit Committee and the audited financial report has been adopted at the Fall Cabinet meeting.

FOLLOWING adoption of the audited financial statements for the previous year, a final budget reflecting any and all necessary changes to the interim budget as may have been disclosed by the district audit shall then be presented for final approval at the Fall Cabinet meeting.

The District N2 Yearly Interim Budget Forecast for the new Lions Year, shall be circulated to every Club in the District by mailing same, postage prepaid and/or electronically sent to the Secretary of each Club in the District at least 30 days prior to the date of the said Cabinet Meeting when the proposed Budget is to be considered. If due to extenuating circumstances the information cannot be circulated 30 days prior to the Cabinet Meeting then the Interim Budget Forecast can still be voted on at the Cabinet Meeting provided the information is circulated to all Clubs in the District a minimum of 7 days prior to the Cabinet meeting.

The District N2 previous year Audited Financial Statements, shall be circulated to every Club in the District by mailing same, postage prepaid and/or electronically sent to the Secretary of each Club in the District at least 30 days prior to the date of the said Fall Cabinet Meeting when the Audited Financial Statements are to be considered.. If due to extenuating circumstances the information cannot be circulated 30 days prior to the Cabinet Meeting then the Audited Financial Statements can still be voted on at the Cabinet Meeting provided the information is circulated to all Clubs in the District a minimum of 7 days prior to the Cabinet meeting.

V) **Long Range Planning Committee**

This shall be a standing committee made up of six members plus the Vice District Governors. Beginning with the 2020-2021 the Incoming District Governor shall appoint as follows: Initially two of the committee members shall serve for one year, two shall serve for two years and two shall serve for three years. In the following years replacement of the committee members shall be by appointment by the incoming District Governor and shall be for a term of three years. Members may be appointed for a second 3 year term.

The Chairperson shall be appointed by the District Governor.

The Committees terms of reference shall be to:

a) review the policies of the District as they pertain to Long Range Planning when directed by Cabinet and/or District Governor

b) entertain new policies as they pertain to Long Range Planning approved by Cabinet and/or District Governor

c) consider concerns of the District when directed by Cabinet and/or District Governor

d) work with the Constitution, By-Laws and Policy Manual Committee to ensure decisions made by cabinet are translated into policy for addition to the legal documents.

e) develop a long range strategic plan for the district approved by Cabinet and/or District Governor.

f) when requested, provide seminars at meetings related to long range and strategic planning.

g) to have the chair as an active member of the MD N Long Range Planning Committee

W) FUNDS FROM SALES OF STAMPS

Funds raised from the sale of used stamps by the District shall be divided evenly between the Lions Foundation of Nova Scotia and the Lions Foundation of Canada. Should sufficient funds be raised to meet the criteria for any awards from either the Lions Foundation of Nova Scotia or the Lions Foundation of Canada, it shall be at the sole discretion of the District Governor to determine the person (s) to receive the award (s).

ARTICLE II
CABINET MEETINGS/CONVENTIONS

A} Frequency of Meetings

There will be four (4) instead of five (5) district meetings during any Lions year. These will include:

1] a District Governor's Organization/Summer Cabinet Meeting (**DGO/Summer Cabinet Meeting**) held in early July;
2] a late September or early October Cabinet Meeting (**Fall Cabinet**);
3] a February Cabinet Meeting (**Winter Cabinet**);
4] a **Nova Scotia Convention** in late April or early May.

B} Bar Closing

No bar will be open while Cabinet Meetings/Convention Meetings are in progress.

C} **Sound System**

a) The District can purchase or rent a portable sound system to be used at Cabinet Meetings and District Conventions.

b) The Public address system of every Cabinet Meeting and District Convention must be tested by the Cabinet Meeting or Convention Committee in advance to ensure it is adequate for the audience anticipated at all business sessions, luncheons and banquets. If the system is judged to be inadequate, an alternative and suitable system shall be rented and charged as an expense of the Committee to the relative budget.

D} **Cabinet Reports**

The Zone Chairmen shall present their verbal reports at the Fall and Winter Cabinet Meetings. Written reports are required at all Cabinet Meetings and Conventions.

E} **Club Banners**

Each Lions Club in District N2 should be encouraged to display its club banner at all business sessions during Cabinet Meetings and Conventions.

F} **Honouring of Deceased Members**

The District Governor will call for a minute of silence in honour of deceased members at the beginning of the first business session at every Cabinet Meeting and District Convention.

G} **Recognition of Past International Officers, Past Council Chairs Past District Governors and Past District Lioness Presidents and Past District Leo Presidents**

Recognition of Past International Officers, Past Council Chairs, Past District Governors, Past District Lioness Presidents and Past District Leo Presidents to be done once only at the start of all Cabinet Meetings and Conventions.

H} **Head Table Seating at Luncheons and/or Banquets**

The following District Officers will be seated at the Head Table:

- District Governor & Companion;
- Vice District Governors & Companions;
- Cabinet Secretary-Treasurer & Companion;
- Guest Speaker & Companion;
- Cabinet Meeting or Convention Chairman & Companion;
- Leo District President & Companion;
- Host Zone Chairman & Companion;
- Host Club President & Companion.

The District Governor can also include M.L.A., M.P. or Municipal representatives and companions at his own discretion.

The Incoming District Governor, Incoming Vice District Governors, Incoming Cabinet Secretary-Treasurer and the Incoming District Leo President and their companions will be seated at the Head Table for the N.S. Convention Banquet.

I} Dress for Past District Governors at Cabinet Meetings and District Convention Banquets

i] The following is the recommended dress for Past District Governors at Cabinet Meeting banquets (in order of priority):

- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie

ii] The following is the recommended dress for Past District Governors at District Convention Banquets (in order of priority):

- White Dinner Jackets
- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie

iii] The following is the approved dress for Multiple District Mid-Year Conference and Annual Convention Banquets:

- White Dinner Jackets
- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie

J} Dress for Lions at Cabinet or District Convention Banquets

- Multiple District Dress Uniform
- Business Suit
- Jacket & Tie
- Lions Vest with Dress Pants

K} **Sale of Tickets at Cabinet Meetings & District Conventions**

The only tickets, other than those being sold by the host club to help finance the cabinet meet/Convention, to be sold during a Cabinet Meeting or District Convention are ones where the proceeds are in support of an approved District project and have prior approval by the District Governor. Other articles may only be sold with the approval of the District Governor.

L} **Accommodations for District Governor, 1st Vice District Governor, 2nd Vice District Governor and Cabinet Secretary-Treasurer**

The Cabinet Meeting and District Convention Committees will provide the District Governor, 1st Vice District Governor, 2nd Vice District Governor and the Cabinet Secretary-Treasurer with a complimentary room and hospitality books for these Lions and their companions.

M} **Funding of Cabinet Meetings, District Conventions and Sporting Events**

i] The host club of Cabinet meeting, District Conventions and sporting events shall retain any profits and also be responsible for any losses pertaining to these events. The host club is required to submit a budget 60 days in advance of the event and a complete financial report shall be passed in at the next succeeding cabinet meeting.

ii] All host clubs of cabinet meetings and N.S. Convention must print in N.S. Lion prior to those events, the menus for the noon luncheon and event banquet.

iii] It shall be the responsibility of the host committee to ensure that Diabetic snacks (fruit, vegetables, etc.) are available at all meals and breaks for those Lions that may require them.

N} **Voting at Cabinet Meetings and N.S. Convention**

At all cabinet meetings and Nova Scotia Conventions the District Governor and Cabinet Secretary-Treasurer shall prepare and provide delegate voting cards to all Lions who are entitled to vote at the meeting. The District Governor shall ask for the showing of such voting

cards or a member of the District Cabinet shall request the showing of cards for the sake of clarity.
In order to be considered a Club in good standing all District Dues and International Dues shall be paid in full.

District Conventions

VOTING: Voting on any matter, including elections, at District Conventions, shall be by duly certified voting delegates or their alternates. Each Chartered Club in good standing in District N-2 shall be entitled to one voting delegate and one alternate delegate for each ten (10) members, or major fraction thereof (5 plus to be considered a major fraction) as shown by the records of the Cabinet Secretary-Treasurer as of April 30, of the Year preceding the year in which the Convention is held. In addition, all Past District Governors in good standing in a Club in District N-2 shall be entitled to be a voting delegate at the District Convention. It is the responsibility of the Club Secretary prior to the convention to provide the CST with the names of voting delegates/alternates.

District Cabinet Meetings

VOTING: Voting on any matter at District Cabinet Meetings, shall be by duly certified voting delegates. Those eligible to vote are the District Governor, Vice District Governors, Cabinet Secretary Treasurer, Zone Chairpersons, District Committee Chairpersons, President and Secretary or Acting President and Acting Secretary provided there has been prior written, or e-mail notification to the CST, of all Chartered Clubs and all Past District Governors who are in good standing in a Club in District N-2. They shall be entitled to one vote on any matter at Cabinet Meetings.

Those Lions extended voting privileges will only be entitled to one vote regardless of the numbers of positions they hold.

O} **Cabinet Meetings / Conventions**

At all District Meetings the host club shall ensure that the General Meeting Room and the banquet facilities shall be handicapped accessible. Any announcements of hotel/motel space shall indicate which have handicapped accessible accommodations.

P} **Cabinet & Convention Banquet / Dances**

There will be no Saturday evening banquet and dance held during the July District Governor's Organizational/Summer Cabinet Meeting or the February Winter Cabinet Meeting. A banquet shall and dance may be held during the Fall Cabinet Meeting and at the April/May Nova Scotia Convention.

Q} **Seminars / Workshops**

Seminars and/or workshops shall be organized by the leadership, education and training committee at the District Governor's Organizational/Summer Cabinet, Fall Cabinet and Winter Cabinet Meetings, subject to the approval of the District Governor.

R} **Dress for District Governor, Vice District Governors, Cabinet Secretary Treasurer, In-Coming District Governor, In-Coming Vice District Governors and In-Coming Cabinet Secretary Treasurer at Cabinet Meetings and/or District Conventions Banquets**

(1) The following is the recommended dress for District Governor at Cabinet Meeting and District Convention Banquets (in order of priority) :

- White Dinner Jackets
- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie
- Appropriate Ladies Attire

(2) The following is the recommended dress for Vice District Governors and Cabinet Secretary Treasurer at Cabinet Meeting and District Convention Banquets (in order of priority) :

- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie
- Appropriate Ladies Attire

(3) The following is the recommended dress for In-Coming District Governor at District Convention Banquet (in order of priority) :

* White Dinner Jackets
* Black Tuxedo
* Multiple District Dress Uniform
* Business Suit or Jacket & Tie
* Appropriate Ladies Attire

(4) The following is the recommended dress for In-Coming Vice District Governors and In-Coming Cabinet Secretary Treasurer at District Convention Banquets (in

order of priority) :

- Black Tuxedo
- Multiple District Dress Uniform
- Business Suit or Jacket & Tie
- Appropriate Ladies Attire

S) **Fines**

All funds collected from fines during Noon Luncheons and Evening Banquets at Cabinet Meetings and Conventions, be changed from going into the International Directors Fund, until such time that there is a Candidate for International Director from our District. The fines collected, shall be used for a worthwhile charity, group or organization in the location that the Cabinet Meetings and Convention are held. Funds to be allocated at the discretion of the District Governor and the Host Club Committee.

T) All attendees shall pay a registration fee of $ 5.00 whether, or not, they purchase a full hospitality book, or noon luncheon ticket. Those attending the meetings only shall pay the $ 5.00 registration fee when they register at the door. Only registered attendees shall be admitted to any session, activity or function of the Cabinet Meeting or Convention.

U) Official minutes of Cabinet Meetings, with District and Zone Chairman reports attached, shall be sent within (30) days after each meeting electronically to the District Governor's Team, Club Secretaries, Presidents, PDG's, Zone and District Chairmen. Club Secretaries are expected to circulate the minutes and attachments to Club members.

V) **Visually Impaired**

It shall be the responsibility of the Cabinet Secretary Treasurer to ensure that large print copies of the agenda and financial statements are available for the visually impaired at all Cabinet Meetings and Conventions.

W) **Lions Foundation of Nova Scotia**

The Fall Cabinet Meeting and District Convention Committees shall provide the Lions Foundation of Nova Scotia with a complimentary meeting room at 6:00 pm for a period of at least one hour on the Friday evening of both the Fall Cabinet Meeting and the District Convention.

ARTICLE III

LEOS

Accommodation

The Cabinet Meeting & District Convention Committees will provide the Leo District President with a complimentary room and hospitality book.

District Leo Committee Chairperson

It shall be the responsibility of the District Leo Committee Chairperson to provide all Leo Clubs, Leo Club Advisors and District Leo President prior to Fall Cabinet Meetings and Nova Scotia Conventions with the same information pertaining to the above that is provided to all Lions Clubs.

It shall be the responsibility of the District Leo Committee Chairperson following consultation with the District Leo President to arrange for meetings and programs requested by the Leo's and to coordinate same with the District Governor, Fall Cabinet Meeting Chairperson and Nova Scotia Convention Chairperson. Information regarding arrangements for meetings and programs shall be provided to all Leo Clubs and Leo Club Advisors at least 30 days prior to same. Booking of meals and accommodations shall be the responsibility of the individual Leo's attending.

Should the District Leo's Program require funding, District N2 will provide up to $ 500.00 in assistance. The Leo's will determine expenditure of these funds with the approval of the District Leo Committee Chairperson and District Governor. Purpose of funds: to assist District Leo Program with expenses to promote their Convention, Cabinet Meeting, social events, awards and etc. as they see fit.

ARTICLE IV
DISTRICT SPORTING EVENTS

A} **District Golf Tournament**

There shall be an annual District Golf Tournament held at a site and time to be determined by the winning team of the Tournament of the previous year, unless a long term hosting agreement has been arranged.

B} **District Softball Tournament**

If the winning club of the District Softball Tournament does not want to host the

Tournament in the following year, it will be offered to the Louisdale Lions Club for hosting.

C} **Other Sporting Events**

The following events are also considered District Sporting events/tournaments:

i] District Curling Bonspiel;
ii] District Bowling Tournament;
iii] District Fishing Derby Tournament, to be hosted by the Yarmouth Club, if they so deem to;

D} **Representation at District N2 Sporting Events**

All Lions, Lions family members and Lions guests are eligible to participate in District N2 sporting events. However, only Lions members will be eligible to win prizes, be they individual or team prizes, i.e. for a team to be eligible for prizes all members of the team must be Lions.
The application form shall indicate whether the participant is a Lions member or a guest.

ARTICLE V
LIONS MEMORIAL SERVICES

A} **Memorial Service**

The Lions Memorial Service, appended as Appendix "A" shall be the official service of the District.

B} **Passing of a Lions Member**

i] The Club President shall contact the next-of-kin and offer club assistance. He should seek family wishes regarding a Lions Memorial Service.

ii] The Club President should contact District Officers and advise them of the wishes of the family.

iii] The dress at the funeral should be Multiple District Dress Uniform or business suit.

iv] Do not pressure the family or next-of-kin, but consult with them.

ARTICLE VI
CANDIDATE FOR INTERNATIONAL DIRECTOR

A} **Fund-raising Committee**

The District shall establish a fund-raising committee in support of future candidates for International Director from District N2.

B} **Fund-raising Committee Structure**

The District shall establish an ongoing fund-raising committee which may raise funds to support future District Candidates from N2 running for the office of International Director.

The Committee shall be composed of three Lions who shall be named by the current District Governor and shall take office on July 1, 1996. One member of this Committee shall serve for 1 year, one shall serve for 2 years, and one shall serve for 3 years. At the expiry of any term, the member shall be replaced by a Lion named by the current District Governor. If any member is unable to complete his/her term of office, the District Governor shall name a replacement who shall serve for the balance of the term.

The Chairman or Vice-Chairman will report to each Cabinet Meeting on progress of the efforts and at the Nova Scotia Convention present a financial report that will also subsequently be printed in the Nova Scotia Lion. The financial records will be open to the scrutiny of the District Governor and Cabinet Secretary-Treasurer on request.

When a candidate from N2 receives the District endorsement for International Director, his Campaign Manager will become an ex-officio member of the committee during the campaign.

C} All funds to be handled and accounted for by the Cabinet Secretary Treasurer until an official Candidate is declared and approved by the Cabinet, with a confirmed starting date of the campaign and a proposed budget for presentation to the Cabinet and approval. Until an official Candidate is declared and approved, funds shall be invested in a separate and secure investment fund with interest being returned to the fund until such time as they are needed. The fund shall be capped at the end of the Lions year during which it reaches $ 15,000.00

D} Once an official Candidate is declared and approved by the Cabinet, the amount in the actual fund, up to a maximum of $ 15,000.00 shall be administered either by opening a completely separate account from anything else and operated by the committee appointed by the Cabinet or by the Cabinet Secretary Treasurer. Administration of the funds will be by generally accepted principles of accounting. An audit will be completed on a yearly basis and reported to Cabinet. A final financial statement shall

be submitted to the District within 45 days of termination of office or campaign.

ARTICLE VII
THE LIONS FOUNDATION OF NOVA SCOTIA

The Lions Foundation of Nova Scotia shall be governed and controlled by a committee made up of twelve members plus a Secretary and a Treasurer. The Secretary and the Treasurer shall be appointed annually by the Incoming District Governor and shall have no vote on Committee matters. Each Zone in the District will elect one voting member to serve on the Committee.

The initial terms for each Committee member beginning July 1st, 2001 will be as follows:

(A) For those Zones having odd numbers (eg. 1, 3, 5 etc.) the selection will be determined in the odd numbered years of the calendar, based on the last year of the up-coming term.

(B) For those Zones having even numbers (eg. 2, 4, 6 etc.) the selection will be determined in the even numbered year of the calendar, based on the last year of the up-coming term.

Each subsequent replacement will be for a two year term.

The Chairman of the Foundation Committee will be elected each year from among his/her peers. The duties of the Committee shall be as outlined in the Constitution and By-Laws and Policy Manual of the Foundation.

Each Zone shall be responsible for the selection of a member to represent that Zone on the Lions Foundation of Nova Scotia. Nominations must be received by the current Zone Chairman no later than 10 days prior to his/her last Zone Meeting of the year. An election, if one is necessary, shall be held at the last Zone Meeting of the year under the direction of the current Zone Chairman and such election to be held in accordance with the District Constitution and By-Laws. In the event no member is elected for any Zone, the Incoming District Governor shall appoint a member to fill the vacancy from the Zone. A serving Committee member may only succeed him/herself once.

The Lions Foundation of Nova Scotia shall provide to the District Cabinet at the Fall Cabinet Meeting an audited Financial Statement each year..

ARTICLE VIII
DISTRICT PUBLICATION

A} There shall be a District publication known as the **Nova Scotia Lion** published six (6) times in the Lions year. The First of such issues covering the months of July and August, and then once every two (2) months thereafter (October, December, February, April and June)

The purpose of the District publication shall be:

- To promote Lionism throughout Nova Scotia and elsewhere;
- To promote matters and projects of interest to all Lions;
- To communicate information to all Lions in Nova Scotia;
- To print all proposed District By-Laws and Policy Manual changes in a timely fashion.

B} Advertisements in the **Nova Scotia Lion** shall not exceed 25% of total available and publishable space.

C} The **Nova Scotia Lion** shall be distributed by means of Lions Club Secretaries, with the publisher mailing sufficient copies to each Club Secretary for distribution to the Lions in his or her Club following printing of each publication.

D} The cost of printing and distributing the **Nova Scotia Lion** shall be paid from District administration funds raised by virtue of a levy upon each and every Lion member approved by Cabinet at a District Convention in accordance with the Constitution and By-Laws.

E} Funds raised from the sale of advertisements in the **Nova Scotia Lion** shall be used to defray the costs of publication of the **Nova Scotia Lion**.

F} The number of pages in each issue of the Nova Scotia Lion shall be at the discretion of the Editor of the Nova Scotia Lion up to a maximum of sixteen (16) pages per issue.

G} Those Lion Members who indicated that they wanted a digital copy of the NS Lion Magazine may obtain same by accessing the District Web Page, The District Facebook Page or alternatively the Hantsport Lion Web Site.

H} A Digital copy of the NS Lion shall be sent to the Club Secretaries who will then be responsible to forward to their Club Members who indicated they preferred a Digital

Copy. This would require Club Secretaries to compile their own distribution list of Club Members e-mail addresses.

ARTICLE IX

DISTRICT DUES

District Dues shall be broken down and allocated to the following categories:

District Administration	5.50
Booster Fund	1.50
Education & Training	1.75
Nova Scotia Lion	4.50
Activities	1.00

Total District Dues 14.25

ARTICLE X
AMENDMENTS, ADDITIONS, REVISIONS & DELETIONS

Any amendments, additions, deletions or revisions to District N2 policy manual and by-laws of District N2 may be considered and voted upon at any Cabinet meeting or the Nova Scotia Convention providing:

Resolution has been made by a District Committee; or
Resolution has been made by a Club and has been approved by the majority of the member of the Club proposing the same; or
Resolution has been made by an individual with his or her clubs approval;
Resolution has been submitted to and considered by the Constitution, By-Laws and Policy Review Committee;
By publication of the resolution in that issue of the Nova Scotia Lion preceding, by at least 30 days, the date of the said Cabinet meeting or Nova Scotia Convention when the change is to be considered or by mailing same postage prepaid and/or electronically sent to the secretary of each club in the District at least 30 days prior to the said Cabinet Meeting or Convention. At Cabinet Meetings/NS Convention, all notices of motion to be voted upon are to be placed on the agenda immediately after business arising.

Any such changes will only become effective after an affirmative vote of a clear majority of those entitled to vote at a Cabinet Meeting or the registered delegates to the Nova Scotia Convention, who are present in person, qualified and voting.

It shall be the responsibility of the Chairperson of the Constitution, By-Laws and Policy Review Committee to ensure that immediately after adoption of such amendments, additions, deletions, or revisions, to insert same or appropriately update the District N2 Policy Manual and By-Laws of District N2. It will also be the responsibility of the aforementioned Chairperson to provide the Incoming District Governor following the Annual NS Convention with an updated electronic copy of District N2 Policy Manual and District N2 By-Laws so they can distribute copies to the Incoming Vice-District Governors, Incoming Cabinet Secretary-Treasurer, Long Range Planning Committee Chairman , Constitution & By-Laws Chairman, Honorary Advisory Committee Chairman, Immediate Past District Governor and twelve (12) Zone Chairman prior to the start of the new Lions Year.

APPENDIX "A"
LIONS MEMORIAL SERVICE

Leader Fellow Lions - We have gathered here to pay tribute to the memory of a fellow lion, **LION** who has passed into the fullness of immortal life and now abides in the mercy and care of our Heavenly Father.

LIONS - Please join me in our Lions Invocation:

Where Lions meet, be present Lord
To weld our hearts in one accord
To do Thy will Lord, make us strong
To aid the weak and right the wrong.

AMEN

I will now ask Lion to read the history and achievements of our late fellow Lion.

1st Assistant (Lions Details history and achievements)

Leader Thank you, Lion , we shall all truly miss **LION** who has contributed so unselfishly to their family, their community, our Lions Club and Lions Clubs International. We must resolve to give a bit more of ourselves to fill the gap created by their passing in dedication to those not as fortunate as we who stand here today.

Lion will you please lead us in the Twenty-Third Psalm.

2nd

Assistant "The Lord is my Shepherd, I shall not want;
He maketh me to lie down in green pastures;
He leadeth me by the still waters;
He restoreth my soul, He leadeth me in the paths of righteousness for His names sake;
Yeah, though I walk through the Valley of the shadow of death;
I will fear no evil, for Thou art with me;
Thy rod and Thy staff shall comfort me;
Thou prepareth a table before me in the presence of my enemies;
Thou annointeth my head with oil;
My cup runneth over;
Surely goodness and mercy shall follow me all the days of my life and I shall dwell in the House of the Lord forever."

Leader In sympathy, our hearts are joined in acknowledgement of sacred ties now severed and of memories tenderly cherished.

In faith, we state our firm assurance, "That if our earthly house of this Tabernacle were dissolved, we have a building of God; a house not made with hands but eternal in the Heavens.

In hope, we recall the words of Christ: "In my Father's house there are many mansions: If it were not so, I would have told you. I go to prepare a place for you and if I go to prepare a place for you, I will come again and receive you unto Myself; that where I am, there may you be also."

3rd Assistant Let us bow our head in prayer:

"Our Father, whose Love has created us and given to us the high and solemn privilege of life, we thank Thee for the assurance that Thou hath given us eternal life which lies beyond death.

In these moments, as we join together in solemn tribute and loving memory, deepen our sympathy, increase our faith, and brighten our hope. May we not mourn those for whom there is no hope; rather may we look forward with assurance to a morning's joy with Thee. We thank Thee for the life of His, beloved by us and dear to the hearts of many.

For his Thoughtfulness of others, for His gentle heart and hands, for his example of lowly courtesy and devotion. To bless and console all who are precious to Him, and unto Him whom is dear. Inspire us with patience and fortitude, that together in friendliness and love, we may help to lift the burden or woe of the bereaved.

May we be filled with sympathy for the sufferings of others, and inspired to higher service and nobler living. So may the memory of our dear departed be a blessing unto us forever. We walk by faith, not by sight. Sustained by His faith, may we go from this place of mourning and this hour of reflection with the inspiration of a new hope and earnest purpose for our lives."

AMEN.

Leader To **LION** 's family and his/her fellow members, we pledge he/she shall not be forgotten and together we will continue the good work they believed and worked so devotedly for. Our commitment to community service shall be strengthened by their love and compassion for others.

Our sincere sympathy is expressed by this gathering to his/her wife/husband/companion and her/his family. We further pledge our support, both spiritually and morally, and we want you to know our close association will continue. Please call on us any time and we will be proud to offer our services.

Let us now take a moment to reflect and offer a silent prayer, each in their own way to the remembrance of this fine Lion.

(**Moment of Silence**)

MAY WE ALL DEPART IN THE PEACE OF CHRIST.

(This service was prepared by the Late PDG Gordon Morrison and PDG Peter L. Giffin.)

APPENDIX "B"

SPEAKOUT

PURPOSE AND FORMAT

1. **Purpose**

Speakout - will provide students from many communities an opportunity to think about important current issues; to organize their thoughts and ideas; and to effectively present these ideas publicly.

Simply, the annual Speakout provides a forum for young people to build self-confidence as they publicly put forward and defend their views.

2. **Format**

Club Level

All Lions Clubs should have an active Speakout Committee that will plan, promote and stage the annual Speakout in their communities.

Expenses involved are the Club's responsibility and prizes should not exceed:

1st Prize	$75.00 Cash	Medallion or Trophy
2nd Prize	$50.00 Cash	Medallion
3rd Prize	$25.00 Cash	Medallion

Each contestant to receive a Certificate of Appreciation.

Zone Level

The Zone Chairman in each Zone will plan, promote and stage the annual Zone Speakout in his/her Zone.

All expenses should be shared equally by all Clubs of the Zone. Prizes should not exceed:

1st Prize	$100.00 Cash	Trophy
Runner-up	$50.00 Cash	Trophy
Remaining Contestants	$25.00 Cash	Trophy

In addition, all Clubs in the Zone shall share equally the expenses of sending the Zone winner to the District Speakout Contest.

Each contestant to receive a Certificate of Appreciation.

Each Zone Chairman is responsible to forward the name and Speakout topic of the Zone Winner (and other requested information) immediately upon completion of Zone Speakout, and no later than three (3) weeks prior to the District contest, to the District Speakout Chairman.

The Zone winner will be sponsored to the District Contest by all Clubs in the Zone. They will be responsible to equally share the following expenses: Accommodation for One (1) night for the contestant and One (1) companion (parent, legal guardian or relative), not more than $25.oo per day each for meals, and return mileage or air fare (as per Lions International rules of audit {mileage at the District rate of $ .31 Canadian}). It is the responsibility of the Zone Chairman to book appropriate accommodation and bill Clubs for their portion of these expenses.

District Level

A Committee headed by the District Speakout Chairman will plan, promote and stage the District Speakout.

Expenses incurred are the responsibility of District N2. Prizes will be as follows:

1st Prize	$250.00 Cash	Trophy
Second Prize	$100.00 Cash	Trophy
Remaining Contestants	$50.00 Cash	Trophy

Each contestant to receive a Certificate of Appreciation.

3. **Multiple District Level**

The District N2 Treasury shall be responsible for not more than two nights accommodation for the contestant and one companion (parent, legal guardian or relative), not more than $25.00 per day each for meals, and return travel fares (as per Lions International Rules of Audit {mileage at the District rate of $ .31 Canadian }) by the least expensive method between contestant's home and the site of the Multiple District Contest. It is the responsibility of the Cabinet Secretary-Treasurer to book appropriate accommodation.

The District N2 Treasury shall also provide an International Banquet Ticket for the District N2 Speak-out contestant and one guest (parent, legal guardian or relative), should they desire to attend.

SPEAKOUT RULES

1. The contest will be co-educational at all four levels (Club, Zone, District and Multiple District).

2. All grade 9, 10, 11, and 12 students in full-time attendance or home schooled may participate.

3. 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; e.g. 2 seconds - 1 point, 8 seconds - 1 point, 13 seconds - 2 points, 33 seconds - 4 points, etc.

4. Contestants at the Club Level may use prepared scripts, but excessive reading will be penalized. Contestants at the Zone and District levels may use notes only.

5. Contestants may use a different topic at each level of the Speakout, however, the speech must be an original and not previously used.

6. At the end of each speech, contestants will be asked One (1) question by the questioners. The judges will award points for knowledge of subject and manner of response. Questioners will not score speakers. Questions should be brief and to the point.

7. At the Club Level, the Speakout Committee will select three (3) judges and two (2) questioners, and provide a list of Speakout topics to contestants three (3) weeks before the Speakout. The Contestants may provide their own topic.

8. At the Zone Level, a committee appointed by the Zone Chairmen will select three (3) judges and two (2) questioners. The same rules apply at the Zone Level as at the Club Level on the Speakout topics.

9. At the District Level, a committee appointed by the District Speakout Chairman will arrange for judges and questioners. The same rules apply at the District Level as at the Club and Zone Levels on the Speakout topics. Topics must also be given to the questioners three (3) weeks before the Speakout.

10. Questioners should be instructed to ask questions pertaining to the contestant's topic.

Furthermore, questions should be simple and concise.

11. At each Level, speakers will be assigned numbers which are to be drawn prior to the Speakout. Contestants will be introduced by number and topic. Speakers will be identified after all have spoken.

12. All speakers will be evaluated in three (3) categories (see judges score sheets).

    A. Delivery of Speech
    B. Material of Speech
    C. Response to Questions

13. Each Level of Speakout should be completed as follows:

    A. Club Level - February 15th
    B. Zone Level - Prior to Spring Break
    C. District Level - N.S. Convention
    D. Multiple District - M.D. Convention

LIONS CLUBS INTERNATIONAL
DISTRICT N2
SPEAK-OUT CONTEST
SPEAKER RESUME

NAME (Speaker): _____

TELEPHONE:_____

E-MAIL:_____

PARENT/GUARDIAN NAME:_____

TELEPHONE:_____

E-MAIL:_____

TOPIC: _____

GRADE : _____

SCHOOL: _____

SPONSORING ZONE: _____

HOME CLUB: _____

HOBBIES: _____

_____

_____

FUTURE PLANS: _____

_____

_____

LIONS CLUBS INTERNATIONAL
DISTRICT N2
SPEAK-OUT CONTEST
JUDGES SUMMARY SHEET

JUDGES FINAL SUMMARY

SPEAKER	1	2	3	4	5	6	7	8	9	10	11
JUDGE NUMBER 1											
JUDGE NUMBER 2											
JUDGE NUMBER 3											
SUB TOTAL SCORES											
PENALTY POINTS											
TOTAL SCORES											

FINAL PLACEMENT

	SPEAKER
THIRD	No.
SECOND	No.
FIRST	No.

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

LIONS CLUBS INTERNATIONAL
DISTRICT N2
SPEAK-OUT CONTEST
TIMEKEEPER'S SCORE SHEET

SPEAKER	1	2	3	4	5	6	7	8	9	10	11
SPEAKING TIME MIN / SEC											
PENALTY POINTS											

This form to be given to the Official Timekeeper.

Upon completion, please pass to Judge Spokesperson.

LIONS CLUBS INTERNATIONAL
DISTRICT N2
SPEAK-OUT CONTEST
JUDGES SCORE SHEET

SPEAKER	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**
1. Delivery of Speech – 40%											
(a) Voice 8%											
(b) Modulation 8%											
(c) Enuciation 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: 15%											
(b) Manner of Response 15% (calm,, fluent, etc.)											
TOTAL											

This form is to be given to each Judge prior to contest

JUDGE # _____

APPENDIX "C"
INTERNATIONAL PEACE POSTER CONTEST

PURPOSE AND FORMAT

1 - **Purpose**

Committed to keeping Peace in our world. Lions Clubs International is challenging young people around the globe to express their feelings about world peace.

Thanks to Lions Clubs, children in your communities will have a chance to reflect on the importance of peace in their lives.

Peace, Tolerance and International Understanding are some of the most important concepts we can teach our children.

That is why Lions Clubs International created the International Peace Poster Contest to give young people a chance to think about world peace and creatively express what it means to them.

All children within the specific age range and enrolled in a public school, private school or home schooled will be eligible to be participants in this contest.

2 - **Format**

CLUB LEVEL

All Lions Clubs should have a Peace Poster Committee that will plan and promote participation in the Lions International Peace Poster Contest.

Expenses involved are the Clubs responsibility and the following are suggested:

1st Prize	$25.00 Cash	Trophy or Plaque
2nd Prize	$15.00 Cash	Medallion or Plaque
3rd Prize	$10.00 Cash	Medallion or Plaque

Each contestant is to receive a Certificate of Appreciation.

DISTRICT LEVEL

The club-winning-Poster shall be sent to the District Governor who will be responsible to see that the posters are judged at the District Level as per the International Contest Rules and forwarded onto the next level of Judging at the Multiple District Level.

Expenses incurred are the responsibility of the District.

1st Prize	$75.00 Cash & Plaque
2nd Prize	$50.00 Cash & Plaque
3rd Prize	$25.00 Cash & Plaque

Each contestant will receive a Certificate of Appreciation.

The District International Peace Poster Chairperson shall send an appreciation letter on behalf of the District to each Club, School or Organization who participated in the Lions District N2 Lions International Peace Poster contest.

Each participating Club or Organization shall receive a certificate of appreciation. Presentations are to be made in cooperation with the District Governor as per article III 23(a) under Awards and Rules of the Bylaws of District N2.

MULTIPLE DISTRICT LEVEL

The Multiple District Level will be the responsibility of the Multiple District Council Chairman.

Prize Structure
1st Place $ 200.00 cash, Plaque and Letter of Congratulations
Remaining 3 entries $ 50.00 cash, Plaque and Letter of Congratulations

INTERNATIONAL LEVEL

At the International Level, judging will take place with three rounds of stiff competition to select the number one poster producing 24 finalist of which we will have one grand prize winner and 23 remaining finalists.

The grand prize includes a cash award of $1,500.00 US, plus an all-expense-paid trip for the winner and two family members for the awards ceremony at the United Nations in March. As well the Grand prize winner's sponsoring Lions club President will also receive a trip to attend Lions Day with the United Nations.

Merit award winners, the remaining 24 finalists will each receive certificates and a cash award $250.00 US.

Deadlines for the contest at each level are critical and complete information and specific dates are included in the International Peace Poster Kit which is ordered directly from the Club Supplies Department.

To insure that you have sufficient time to complete your club contest, please order your Kit

before the end of the Lions Fiscal year.

APPENDIX "D"
LIONS DRUG AWARENESS POSTER CONTEST

PURPOSE AND FORMAT

1 – **Purpose**

The Lions Youth Outreach Program demonstrates that Lions care enough to become involved in putting emphasis on Drug Prevention and Positive Youth development.

The concept is to focus and guide our Youth in understanding the effects of misused drugs and alcohol.

Through the eyes of our children in this Poster Contest, we will get a better understanding of how they think about the misuse of Drugs and Alcohol.

2 – **Format**

CLUB LEVEL

All Clubs should have a Drug Awareness Committee that will plan and promote participation in the Club and District Drug Awareness Poster Contest.

Eligibility for this contest includes students being home schooled who meet the grade criteria.

Expenses involved are the Clubs responsibility and the following are suggested:

	Primary Class	Grades 1-2-3	Grades 4-5-6
1st Place	$10.00	$15.00	$25.00
2nd Place	$ 5.00	$10.00	$15.00
3rd Place	$ 5.00	$5.00	$10.00

Lions Club Drug Awareness Poster Contest Guide:

- Sponsored by: _____
  - Purpose: To Focus our Youth on the need for Drug Prevention and that Lions do care about Positive Youth Development.
- Theme: Any subject relating to improper use of Drugs and Alcohol.
- Rules: There are 4 simple rules attached that you can pass to your students:

The Rules:

1 – My Poster must be hand drawn by me alone.
2 – Pencil-Crayons-Markers-chalk-etc. may be used.
3 – My Name-Age-Grade is on the BACK of my poster.
4 – I must complete my poster and return it to my Teacher as soon as possible (ASAP).

Judging:

The Contest will be judged by the Local Lions, Lioness, Lionettes or Leos or a combination thereof, in co-operation with the TADD group within the School, if one exists.

Bristol board will be provided by the sponsoring Lions Club. Please cut each piece of Bristol board into 4 equal pieces so that all posters will be the same size.

Display your Posters in a prominent place for your Community to see.

Announce the ***Place-Date-Time*** that the students have to complete and view the results of their efforts. Present Club certificates to the winners, if you have them.

We hope that you, the teachers, will take the time to encourage the Kids to participate. The results and success of this project can only be judged by Youth participation. We thank, The Kids and wish them the best of luck in the contest.

DISTRICT LEVEL

All Lions, Lioness and Leo Clubs are encouraged to get our young people involved in the contest. Submit only one Poster from your grade 4-6 group for the District N2 contest. If you have more than one school, please submit one poster per school.

The Posters will be judged at the business session of the Nova Scotia Convention and the District Lions Youth Outreach Chairman must have your poster before 9:00 a.m. on that Saturday.

Expenses & Awards:

Expenses incurred are the responsibility of District N2. Awards will be announced at the District Convention and will include the following:

	Participant Award	School Award
1st Place	$30.00, Plaque & Certificate	$100.00
2nd Place	$20.00, Plaque & Certificate	$ 75.00
3rd Place	$10.00, Plaque & Certificate	$ 50.00

If the participants are representing a youth group, the school award to go to the organization and, should a home schooled participant win a District award, the school award not be awarded for

that individual.

(The School Awards are to go towards their Drug Awareness Program(s))

CLUB INVOLVEMENT

For specific reasons, some Clubs can not get directly involved with this program, so to create an avenue for your support, any club who supports our District Drug Awareness Poster contest with a $10.oo or more donation will receive a certificate of appreciation in support of Drug Awareness.

Make your cheque payable to; “District N2 Lions Youth Outreach”, and forward to the District Lions Youth Outreach Chairman listed in your District Directory or forward directly to the District Cabinet Secretary-Treasurer.

Each club who reports any type of Drug Awareness Project will receive a certificate in support of Drug Awareness.

Information and encouragement will be provided by the Lions Youth Outreach Chairman at the February Cabinet meeting.

APPENDIX “E”

JOB DESCRIPTION DISTRICT CHAIRMANSHIPS

ADVERTISING NOVA SCOTIA LION
District Policy Manual Article VIII sections A-E

ASSOCIATE EDITOR 41'ER NEWSPAPER:
Multiple District Policy Manual District Publication Committee Articles A-E inclusive

AUDITORS/BUDGET:
District Policy Manual Article # 1 Section A
Lions International Constitution & Bylaws Article IV

BULLETIN JUDGES:
Three Judges will receive and award points for all club bulletins during the Lions year. The point system scoring will be determined by the bulletin Judges and the District Governor.

CABINET MEETING/CONVENTION CHAIRMAN:
Is usually appointed by the Host club of such a Cabinet Meeting/Convention. The locations of the Cabinet Meeting/Convention during any given Lions year are at the discretion of the District Governor. There are a number of sections for the Cabinet Meeting/Convention Chairperson to consider and they can be found in the District Policy Manual Article II Sections A-S inclusive and Article III.

CONSTITUTION & BYLAWS:
This chairperson is responsible for the District Policy Manual and By-Laws and any necessary amendments and/or corrections thereof. The chairperson will also report on the voting procedures for all cabinet meetings and conventions as indicated in the District Policy Manual Article II Section P. Also in accordance with Article V of the Lions Clubs International Constitution & By-Laws

DIABETES AWARENESS & CAVALCADE:
A complete information guide will be provided to the chairperson from Lions Clubs International.

THE LIONS FOUNDATION OF NOVA SCOTIA:
Information as per District Policy Manual.

DISTRICT ID FUNDRAISING:
Article VI Sections A & B of the District N2 Policy Manual and Multiple District N By-Laws Article VII.

DISTRICT PINS:
Chairman to be responsible, if necessary for the design of a District pin. Also for the sale and control of all stock of pins in their possession.

DISTRICT WEB PAGE:
Chairman is responsible for the promotion of electronic media and Internet to all clubs within the District. Also responsible for creating and maintaining a current District Web page.

ENVIRONMENTAL:
Information made available to the chairperson from Lions Clubs International.

EXTENSION:
Information made available to the chairperson from Lions Clubs International.

HEARING AND SPEECH ACTION AND WORK WITH THE DEAF:
Information made available to the chairperson from Lions Clubs International.

HONORARY:
Information made available to the chairperson from Lions Clubs International.

INTERNATIONAL UNDERSTANDING & CO-OPERATION:
Information made available to the chairperson from Lions Clubs International.

JOURNEY FOR SIGHT:
Information made available to the chairperson from Lions Clubs International.

LFC DIRECTOR:
Information made available from Lions Foundation of Canada. Also Article IX in the By-Laws of District N2.

LFC DISTRICT CHAIR:
Information available from Lions Foundation of Canada.

L.C.I.F.:
Information available to the Immediate Past District Governor from Lions Clubs International.

LEADERSHIP DEVELOPMENT:
To plan and organize all leadership, education and training programs and activities within the District. A detailed job description can be found in Appendix (I) of the District N2 Policy Manual.

LEO COMMITTEE:
Information made available to the chairperson from Lions Clubs International.
Also refer to Article III – LEOS in the Policy Manual of District N2.

LIONS INFORMATION/PR:
Information made available to the chairperson from Lions Clubs International.

LONG RANGE PLANNING:
Refer to Article I Section N of the District N2 Policy Manual. Information made available to the chairperson from Lions Clubs International.

MEMBERSHIP DEVELOPMENT AND RETENTION:
Refer to District Policy Manual Article I Section K. Information made available to the chairperson from Lions Clubs International.

NS LION EDITOR:
District Policy Manual Article VIII Section A-E

PEACE POSTER:
Information made available to the chairperson from Lions Clubs International. Refer to Appendix "C" of the District N2 Policy Manual.

PROTOCOL:
Information made available to the chairperson from Lions Clubs International.

SERGEANT AT ARMS:
Chairperson is responsible for control of the doors during Rose Bowl Counts at all District Cabinet Meetings and Conventions.

SICK & VISITING:
Chairperson is responsible to contact all Lions, either via telephone, card, or hospital visit, who may be sick or infirm.
Should a Club request more than what is stated, such as a fruit basket, flowers and etc., it shall be the responsibility of the requesting Club to pay for same. The Cabinet Secretary Treasurer shall bill the requesting Club for any special requests.

SIGHT FIRST:
Information made available to the chairperson from Lions Clubs International.

SPEAK OUT:
Refer to District N2 Policy Manual Article I Section M and Appendix "B" for information.

YOUTH EXCHANGE:
Information made available to the chairperson from Lions Clubs International.

YOUTH OUTREACH CHAIRS:

LIONS QUEST:
Information made available from Lions Quest Canada to the chairperson.

DRUG AWARENESS POSTER:

Refer to District N2 Policy Manual Appendix "D" for more information.

SAFE GRADUATION:
Information made available to the chairperson from Lions Clubs International.
Information and assistance is available from your local RCMP and through the Department of Education.

APPENDIX "F"
RULES FOR BEST CLUB CONTEST
DISTRICT N2

In order to receive full credit for the points outlined in the following rules, all of the required information must be reported on the " M " Report and/or District Activity Report.

1) President & Secretary attendance at own Zone Meeting and/or Cabinet Meetings – 50 pts. each. For each additional Lion – 10 pts. each to a maximum of 50 pts.
Attendance at any District N2 Lions Information Session, held throughout the District during the year – 50 pts. per member to a maximum of 250 pts. One time only.

2) District & International Deadlines:

International Dues paid by Oct. 1st & Mar. 1st – 50 pts. each
District Dues paid by Oct. 1st & Mar. 1st – 50 pts. each
PU 101 submitted to LCI through MyLCI or via Canada Post by May 15th – 100 pts.
Monthly Activities Report to LCI (MyLion) – 50 pts each month if reported
M Report to International reported on MyLCI. If sent by post it must be postmarked by the 20th of the month and if electronically sent it must be received by the last day of the month – 50 pts.
District Activity Report to DG postmarked and/or electronically sent by the 2nd of the month – 50 pts.
District Activity Report to VDG's Postmarked and/or electronically sent by 2nd of Month - 50 pts
District Activity Report to Zone Chairs – 50 pts.
Club Global Membership Committee Chair Name reported to DG by July 31 - (100 pts)
Club Global Membership Committee Chair Name reported to GMT by July 31 –(100pts)
Club Global Membership Committee report to DG and GMT coordinator
via Canada Post and/or electronically by May 31st (50 pts) each
Club Global Membership Committee report to DG and GMT coordinator
Via Canada Post and/or electronically by Dec.31st (50 pts) each

3) Attendance percentage reported on Supplement – 25 pts.

4) Officer School for incoming President, Secretary, Treasurer, Membership Chairman and Global Service Chair present – 50 pts. each
(Each officer can only claim one school per year)
Points shall only be awarded by the District Governor upon receipt of list from the Global Leadership Coordinator verifying which officers attended from each club.

5) New Members – 100 pts each
Transfer Members – 100 pts. each
Reinstated Members – 100 pts. each
Dropped Members (excluding transfer & deaths) – (- 100 pts.)

6) Bulletin and/or Newsletters received by DG via Canada Post and/or electronically – 50 pts.
Bulletin and/or Newsletters received by VDG's via Canada Post and/or electronically – 25 pts.
Bulletin and/or Newsletters received by District Bulletin Judges via Canada Post and/or electronically- 25 pts.
Bulletin and/or Newsletters received by Zone Chairperson via Canada Post and/or electronically – 25 pts.

7) At least one fundraiser per month – 25 pts.

8) Sponsor a New Lions Club – 300 pts.
Sponsor a New Branch Club – 150 pts
Sponsor a New Leo Club – 300 pts.
Sponsor a New Lioness/Lionette Club – 100 pts.
Should a Branch Club become a New Lions Club the 300 points normally awarded for sponsoring a New Lions Club shall be awarded to the Branch Club.

9) Taking part in District and or International Activities – 25 pts.
Adopt-A-Highway and/or Green Team Project (One Time) – 50 pts.
Alert Program Activity (One Time) – 50 pts.
Drug Awareness Poster Contest (One Time) – 50 pts.
Peace Poster Contest (One Time) – 50 pts.
Club Level Speak-Out Contest (One Time)– 50 pts.
Donation – Hearing Aids For All Program (One Time) – 50 pts
Lions Quest (One Time) – 50 pts.
Donation LCIF (One Time) – 50 pts.
Donation Lions Foundation Canada (One Time) – 50 pts.
Donation Lions Foundation of Nova Scotia (One Time) – 50 pts.
Cavalcade for Diabetes (One Time) – 50 pts.
Lions Awareness Activity Month of April (One Time) – 50 pts.
Eyeglass Recycling Activity Month of May (One Time) – 50 pts.
Diabetes Awareness Month Activity November (One Time) – 50 pts.
Club participates in a District CQI Workshop – 50 pts

10) Publicity(Press Clippings, Posters, etc. via Canada Post and/or electronically) up to 50 pts

11) District Activities Report, Bulletin, Newsletters, Pictures, News Stories sent to Editor of N.S. Lion via Canada Post and/or electronically: up to 40 pts.

12) SERVICE PROJECTS: Are defined as Activities carried out by Lions in the name of Lionism. The Governor shall award up to 300 points each month for Service Projects & Hands-On Activities based upon the categories listed below. Include service projects or any other activities (with the exception of Fund-Raising Projects) here that you want considered for points:

A. Lions Clubs International Causes: Vision, Diabetes, Environment, Childhood Cancer, Hunger
(30 Points will be awarded for each cause up to a maximum of 150 points)

B. Local/Community Causes: Youth, Seniors, Homelessness, Community Service, Donations (Financial or in Kind), and other worthwhile activities that meet the needs of the community and or community members.
(30 Points will be awarded for each cause up to a maximum of 150 points)

13) VISITATIONS

For each visitation (at least 4 members or 15% of club membership) to a REGULAR meeting of another club:

(a) Any club with a membership total of fewer than 36 will receive 10 points per visit to a REGULAR meeting of another club.
(b) Any club with a membership total of 36 or over will receive 5 points per visit to a REGULAR meeting of another club.
(c) On occasion of 2 or more visits at one function each visit MUST be recorded as a separate item

For the purpose of Rule # 13, the use of the terms CLUB MEMBERSHIP shall mean members shown in the ACTIVE member category of the M Report, plus those members shown in the LIFE MEMBER category of the M Report who regularly attend meetings and participate in club activities and projects.

14) Membership Growth & Retention Bonus:

A net increase on June 30th in membership over the previous July 1st membership (Membership figures will be as shown on the M Reports) – 100 pts.

Retention of membership total on June 30th compared to previous July 1st membership (Membership figures will be as shown on the M Report) – 100 pts.

15) A club displaying its banner at the DGO Summer Cabinet, Fall or February Cabinet Meetings or the NS Convention will receive 50 points for each display. Possible 200 points.

NOTES:
To receive credit for items, they must be reported on the " M " Report and District Activity Report, which must be postmarked and/or electronically sent NO LATER than the 2nd of the month following .

Points will be awarded for alternates when Presidents & Secretaries can not attend Cabinet and Zone Meetings as long as written notice is given to the Cabinet Secretary Treasurer and Zone Chairs as required. NO NOTIFICATION – NO POINTS.

Include as much info on your M Report and District Activity Report about club projects & activities as possible. LESS INFO – LESS POINTS

APPENDIX " G "

Must be returned to the District Governor

By no later than July 31

LIONS INTERNATIONAL DISTRICT N2
APPLICATION FOR 100% CLUB SECRETARY AWARD FOR:

SECRETARY'S NAME: _____

ADDRESS: _____

CLUB: _____

TO QUALIFY, THE FOLLOWING CRITERIA MUST BE MET IN FULL:

A) Period of award to be July 01, 20__ to June 30 20__

B) M & A reports for all 12 months (including July and August) must have been postmarked and/or electronically sent not later than the 2nd of the month following the month of the report.

C) M & A reports to have been completed in every detail.

D) Attended all Zone Meetings during the term of office. (Unless unable to attend due to illness or working and the Zone Chair has been advised of an alternate.)

E) Attended all Cabinet Meetings and Nova Scotia Convention. (Unless unable to attend due to illness or working and the CST has been advised of an alternate.)

F) Attended Officer's Training School for Incoming Officers.

G) Confirmation by President that:

_- Keeps accurate reports
_- Assisted the President in preparing agendas for meetings
_- Promptly applies for all awards for Club and members
_- Attends a majority of club and Board Meetings

THE FOLLOWING POINTS TO BE NOTED:

A} The Club President does not have to qualify for the 100% President's award, however, the fact that the Club President does qualify for his/her award

DOES NOT automatically qualify the Club Secretary for this award. THE CLUB SECRETARY MUST FULFILL ALL THE ABOVE CRITERIA.

B) The granting of the 100% Secretary's Award shall be at the absolute discretion of the District Governor upon being satisfied that the necessary criteria has been met.

C) The District Governor may at his/her discretion, consult with the Vice District Governors, and/or Zone Chairman for any information which may be necessary in making a decision to grant the 100% Secretary's Award.

APPLICANT'S SIGNATURE: _____ DATE: _____

CLUB PRESIDENT'S SIGNATURE: _____ DATE: _____

ZONE CHAIRMAN'S SIGNATURE: _____ DATE: _____

APPENDIX " H "

DIPLOMACY SUGGESTIONS FOR DISTRICT GOVERNOR VISITS

The District Governor is elected to represent the Lions of N2. As part of his/her duties, the

Governor is expected to have at least one visit to each club in the District. The Governor may assign specific visits to the Vice-Governor, or decide to make his/her official visits to clubs in a specific zone by attending a zone meeting. In addition to the official visits, Governors attend numerous charter nights during their year in office.

Included in this article are suggestions clubs may want to consider for entertaining the Governor during both the official visits and attendance at charter nights. Should the Governor decide to have the Vice-Governor make the official visit to a club, or to a charter night, the following apply to his/her visit as well.

If the Governor is making his/her official visit to clubs within a specific zone during a zone meeting, the zone chairman, or another Lion appointed by him/her, should act as host/hostess for the Governor. In such situations, the zone chairman should consult with the clubs within the zone pertaining to a gift, or gifts, for the Governor.

These are merely suggestions; however, if followed, they will make the visit more enjoyable for both the Governor/Vice-Governor and the club.

A. OFFICIAL CLUB VISIT:

Each year the Governor establishes dates for his/her official club visits. These are listed in the district directory. Thus, clubs wishing the official visit at a particular time to coincide with a special activity, are encouraged to contact the District Governor (elect) prior to the printing of the directory. It is suggested this be done immediately after the Nova Scotia Convention.

As soon as your club has been advised of the date of the official visit, appoint a Lion who will be responsible for the Governor visit.

This Lion should contact the governor well in advance to see if he/she has any special requests, presentations, etc. and if he/she knows the location for the clubs meetings.

The Governor should be met at the door and be introduced to club members. A meal ticket should be provided and the Governor should be shown where he/she will be sitting. If there is a bar, the Governor should be offered a drink. The liaison Lion should accompany the Governor until the meeting commences.

If the Governor has not provided a biographical sketch, the club should request one be sent prior to the visit. A Lion should be selected to introduce the Governor. This does not have to be a past, or current, district officer. If present, clubs may wish to ask the zone chairman to do the introduction.

During an official visit, the Governor is the guest speaker. There should be no other guest speaker, or program, during the Governor's visit. Any presentations, inductions, etc. should be scheduled after the Governor speaks. It is customary for the governor to present his/her banner

and pin to the club. Clubs may want to reciprocate by presenting a club banner and pin to the Governor.

The Governor should be thanked for his message and, if the club is presenting a gift, it should be presented by the president. Should the Governor have asked for a donation to one, or more, of the Lions foundations, clubs may want to honor his/her request.

An opportunity should be presented for the Governor to meet with the board immediately after the meeting. This is not necessary; however, the Governor may wish to have such a meeting. Ask him/her before the official visit so plans can be made for a meeting.

A notice in your local paper of the Governor's visit, with a picture, will certainly help your clubs public relations program. If the press has been invited to the meeting, make arrangements for the press to meet with the Governor.

The official visit of the Governor should be treated as a special occasion when clubs have an opportunity to host and get to know their Governor. Ensure the visit is an enjoyable one by following the procedures outlined above.

B. CHARTER NIGHT

Obviously the Governor can't attend all charter nights. Thus, if your club wants to invite him/her to a charter night, do so very early. This is particularly important for special charter nights like the 25th, 50th, etc.

Should the Vice-Governor be representing the Governor, the following apply to him/her as well.

Again, appoint a Lion and partner who will act as host/hostess for the Governor and partner. Send an official invitation with detailed information to the District Governor/partner well in advance of the charter night. It is customary for the Governor to wear his/her white tuxedo for charter nights. If activities planned make this inappropriate, inform the Governor at the time the invitation is sent.
Inform the Governor of any special duties you would like him/her to perform. This helps the Governor to plan his/her visit by ensuring proper materials are available.

As with the official visit, the host Lion/partner should meet the Governor and partner at the door and introduce them to Lions and other guests, including the politicians, in attendance. Ensure he/she knows where he/she will be sitting. Offer to buy him/her a drink. Some clubs issue several bar tickets.

It is customary for the Governor to be guest speaker; however, if that is not the case, courtesy calls for him/her to be informed of this at the time the invitation is sent. If the Governor is the guest speaker, there should be no other guest speakers or major programs during the evening.

The Governor (guest speaker) should be seated immediately to the right of the chairman, with his/her partner immediately next to him/her. When spouses/partners are present they should be seated to the members left when on the left side and to the members right when seated on the right side. Introduction of the head table should start on the far left and end with the Governor (guest speaker) who is seated on the right next to the chairman. When spouses/partners are present, they should be introduced with the member (Eg: Zone Chairman Bob and his wife Jane).

Again, ensure the Governor is properly introduced (once only) and thanked for his/her visit. If gifts are appropriate, they should be presented immediately after the Governor completes his speech.

Any presentations, special activities, etc., in which you want the Governor to participate should be scheduled after the Governors main address.

Make arrangements for a press release and, if the press is in attendance, see the Governor is interviewed by the press. If the press is not available, see that a press release, with pictures, is made immediately after the charter night.

Charter nights are very special occasions for Lions clubs and Governors are very pleased to be invited to attend. Clubs should ensure the Governor is made to feel an important part of this special event with a warm welcome, a proper introduction, involvement in the program/activities and opportunities to meet others in attendance

APPENDIX " I "

GLOBAL LEADERSHIP TEAM

Global Leadership Team Composition & Selection:

The Leadership Development Chairman will be appointed coordinator of the Global Leadership Team by the District Governor for a three year period. Members of the Global Leadership Team

shall be the other GTL team members. A vice coordinator will be elected from the Global Leadership Team members on an annual basis.

The coordinator, or in his/her absence the vice coordinator, will serve on the District N2 GLT team and on the MD N GLT.

GLT Mandate:

In keeping with the MD N constitution and by-laws, this GLT will be responsible for organizing a program of leadership, education and training activities on a yearly basis. Such activities to be limited to leadership institutes and seminars, officer schools, general information sessions and other activities approved by the District Governor and Cabinet.

It shall be the responsibility of the GLT to organize, in consultation with the guiding Lion, information sessions for all new Lions Clubs chartered in the district. If requested, the GLT shall organize information sessions for branch clubs formed within the district.

Operating Procedures:

The GLT will determine the number of activities per year and select locations and dates for the various leadership, education and training activities. Whenever possible, the GLT will attempt to organize activities in the various geographical areas of the district.

A yearly leadership, education and training program to be developed by the GLT and presented to the Cabinet at the DGO/summer cabinet meeting. The program shall be developed within the budget parameters for leadership, education & training.

It shall be the responsibility of the GLT to assign qualified instructors to the various leadership, education & training activities. Whenever possible, the GLT shall include Lions who have participated in one of the regional leadership institutes. In order to provide continuity, instructors shall use materials that have been previously approved by the GLT. These materials will be provided by the GLT coordinator well in advance of the specific activity.

Individual GLT members, in keeping with the guidelines established by the GLT, shall be assigned responsibility for organizing activities in specific areas. The
GLT members are to develop a process whereby there is some pre-registration, so it is known in advance how many Lions will be participating in the activity. Unless there is a pre-registration of at least 12 participants, the activity will be cancelled.
The GLT may, if requested by a club, clubs, or zone, provide additional programs provided there is sufficient funding available in the education and training budget category. If sufficient funding is not available, the GLT shall endeavor to make alternate arrangements to accommodate the request.

If an activity is cancelled due to insufficient numbers determined through the pre-registration, it shall be the responsibility of the GLT member organizing the activity to contact the clubs and

advise them of the cancellation. It is recommended that the decision be made at least five days prior to the date of the activity.

Expenditures and Budget:

The amount included in the yearly budget shall not exceed the total received from MD N for leadership, education and training and the district per member education and training allocation collected in dues.

No GLT member shall be paid mileage for GLT activities unless he/she is one of the instructors at an approved activity. However, the coordinator may approve expenses for postage, phone calls and materials related to organizing an activity in a specific area.

Instructors approved and assigned by the GLT will be reimbursed for travel, meals and other reasonable expenses at the prevailing LCI Rules of Audit {mileage at the District rate of $ .31 Canadian per kilometer} amounts provided an itemized list of expenditures and applicable receipts are submitted to the coordinator.

Reporting to Cabinet/District Governor:

At the DGO/summer cabinet meeting immediately following the Lions year in which the activities were offered, the GLT coordinator shall provide the District Governor and Cabinet with a detailed report showing the types of activities offered, locations, instructors and number of participants at each location.

Yearly Program/Activity Review:

There shall be a thorough review yearly by the GLT of the program and each of the activities so adjustments can be made that will make the program and its activities more effective.

APPENDIX "J"

INFORMATION ONLY

This appendix is for information purposes only. It contains frequently requested information and practices and procedures used in District N2.

Table of contents: Attendance Make-Up Rules
Lions Pledge
Lions Invocation

Lions Toast
Lions Grace
Lions Creed
Lion's Roar
Privileges of the Baby Lion
Breakdown MD "N" Dues
Acronyms/Abbreviations used in Lionism

ATTENDANCE MAKE-UP RULES

To obtain 100% attendance absence may be made up within the time limit of 13 days before or 13 days after the missed meeting of your home club by:

a) **By attending a regular or special meeting of another club.**
b) **By attending Director Meeting of your home club.**
c) **By attending committee meeting of your home club.**
d) **By working a project or activity of your home club.**
e) **By attending a Zone Meeting, Cabinet Meeting or Convention.**
f) **Visit to International Headquarters.**

Lions who miss a meeting due to illness, work, Military Service, Jury Duty or elected Government position may receive credit for missed meeting.

It shall be the responsibility of the individual Lion to notify the Secretary if any of the above applies to ensure they receive proper credit. Failure to notify the Secretary could result in Lion not receiving 100% attendance award.

Club Secretary shall verify that the member has met necessary requirements for make-up and has fulfilled the attendance requirements for 100% attendance.

" Origin – Lions International "

LIONS PLEDGE

I pledge allegiance to my Country,
And to the cause of peace throughout the world.
I believe in the principles of Lionism as
Contained in the "Code of Ethics".
I am proud to be a Lion,
dedicated to the service of others.

" Origin – Unknown "

****

LIONS INVOCATION

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

" Origin – Adopted by the District in 1962 at a Convention In Yarmouth. Written by Lew Freidhandler a member of the Yarmouth Lions Club at the time. "

****

THE LIONS TOAST

Never above you,
Never beneath you,
Always with you.

"Origin – Unknown "

****

LIONS GRACE

O Lord, thy blessings now let fall,
Upon thy Lions as they call.
May all our ties of friendship be,
Forever strengthened Lord by thee.

" Origin – Unknown "

****

LIONS CREED

A person who achieves success, who lives well, laughs often and loves much.
Who gains the respect of intelligent people and the love of little children.
Who fills a niche and accomplishes his or her task.
Who leaves the world better than he or she found it whether by a brighter flower, a perfect poem, or a rescued soul.
Who always sees the best in others and gives the best he or she has.
Whose life is an inspiration, whose memory is a benediction.

That person is a LION.

" Origin - Unknown "

THE LIONS HYMN

We meet in love and fellowship,
We clasp each other's hands
To help a brother on his way;
The Lions firmly stand;
The motto of the Lions Club;
They give to every man,
That day by day in every way,
Do good where'er you can.

Be faithful, loyal, staunch and true,
That is the Lion's Creed,
Be up and ready at all times,
To do goodly deed.
A light to guide us on our way,
The Book of Books shall be,
And just reward shall come to those,
Who serve in loyalty.

Tune
"We sing the Almighty Power of God"

THE LION'S ROAR

Don't you hear those Lions roar?
Don't you hear those Lions roar?
You can hear them roaring ev'ry week
As they feed and growl for more. (Rah! Rah! Rah!)
You should hear those Lions roar.
Their snarling, rumbling roar, - So roar, Lions!
Bite'em! Bite'em! Bite'em!
Don't you hear those Lions, hear those Lions,
Hear those Lions roar!

"Origin – Unknown "

****

For those Clubs that use the Privileges of the Baby Lion in their Induction Ceremony the privileges are as follows:

PRIVILEGES OF THE BABY LION

As is the custom in our club, our BABY LION is very special and therefore the following rights and privileges are accorded:

1. The BABY LION must wear the prescribed bib at all club meetings, visitations, Cabinet and Zone Meetings or forfeit these privileges.

2. The BABY LION can feed from the King Lion's plate at all functions providing they are properly attired.

3. The BABY LION cannot be fined at our club meetings under any circumstances while wearing their bib.

4. If the BABY LION is fined outside our meeting (while visiting other clubs or functions), the King Lion or if they are absent, then the next senior ranking member of the Board of Directors of our club must pay the fine on their behalf.

5. The BABY LION has the choice of seating at our club meetings.

6. It is the responsibility of all club members to help educate the BABY LION and any club member not able to answer their questions on Lionism correctly will be liable to a fine not exceeding $ .25.

7. The BABY LION is free to speak out-of-turn at any of our club meetings for the purpose of obtaining information on Lionism.

8. The BABY LION must only use the special drinking and eating utensils which may be provided them by the club when indulging in food or drink at club meetings.

9. The BABY LION must carry with them at all times during our club meetings their NOISEMAKER so provided them in order to gain attention of club members when they wish to speak. Any Lion who attempts too interrupt the BABY LION while they are speaking is subject to an immediate fine.

These are the privileges of the BABY LION

" Origin - Unknown"

****

For information only:

MD Convention Fund	.55
MD Administration Fund	2.75
MD Promotion Fund	.20
MD Activities Fund	.25
MD Education & Training Fund	1.75

Total MD Dues 5.50

****

ACRONYMS/ABBREVIATIONS USED IN LIONISM

LC – Lions Club
LCI-Lions Clubs International
LCIF- Lions Clubs International Foundation
LFC- Lions Foundation of Canada
LFNS – Lions Foundation of Nova Scotia
CVC- Canine Vision Canada
HED- Hearing Ear Dogs
SSD-Special Skills Dogs
IP- International President
IPIP – Immediate Past International President
PIP- Past International President
IVP – International Vice President (1st, 2nd & 3rd)
ID- International Director
PID- Past International Director
MD- Multiple District
CC-Council Chairman
COG – Council of Governors
PCC-Past Council Chairman
MD-CST- Multiple District Cabinet Secretary Treasurer
DG-District Governor
1st VDG – 1st Vice District Governor
2nd VDG – 2nd Vice District Governor
PDG-Past District Governor
IPDG – Immediate Past District Governor
CST- Cabinet Secretary Treasurer
PCST=Past Cabinet Secretary Treasurer
RC- Region Chairman (we don't have any)
ZC- Zone Chairman
DO – District Officer
LP – Lion President
PP – Past President (Club)
IPP – Immediate Past President
CS – Club Secretary
CT – Club Treasurer

CMD – Club Membership Director
MR – Membership Report
MMR – Monthly Membership Report
DGO-District Governor's Organizational meeting
DGT – District Governor Team
GMT=Global Membership Team
GLT- Global Leadership Team
GST – Global Service Team
GAT – Global Action Team
RLLI – Regional Lions Leadership Institute
ELLI – Emerging Lions Leadership Institute
ALLI – Advance Lions Leadership Institute
FDI – Faculty Development Institute

APPENDIX " K "

CLUB BOUNDARIES

Club boundaries shall be those boundaries as are on file at the offices of Lions Clubs International, as may be amended from time to time.

While a Club may provide service or carry out a service project anywhere within the District, no club shall carry out any fund raising project outside of their own club boundaries, unless it is a joint project carried out in conjunction with another club OR the club wishing to carry out such project shall have first obtained the permission of the neighbouring club to enter their territory for the purpose of carrying out such project.

In the spirit of co-operation, where one mall or shopping centre serves a large region encompassing more than one club, the club within whose boundaries the mall or shopping centre lies should not unreasonably withhold permission for another club to use that mall within their boundaries, provided the owners of the mall grant permission.

APPENDIX "L"

MISSION STATEMENT & GOALS

MISSION STATEMENT

The Mission of Lions District N2 is to be recognized in Nova Scotia as the Leader in Humanitarian Service through Voluntary Activity.

GOALS

LEADERSHIP

Expand the accessibility and development of Leadership Opportunities and Training for Lions in District N2. Expand the use of currently trained Lions.

COMMUNICATION & PUBLIC RECOGNITION

Develop and implement strategies to increase Public Recognition of Lions Service in Nova Scotia.

INNOVATION & CHANGE

Achieve District wide acceptance by N2 Lions to the effective use of technology and social media.

HUMANITARIAN SERVICE GOALS

Review our process of establishing District Humanitarian Service Goals and Projects to enhance Lions public recognition.

MEMBERSHIP

To achieve a District N2 membership of 2020 members by the Lions Year 2020/2021.