

MULTIPLE DISTRICT-4 CALIFORNIA

Lions Clubs International

POLICY AND PROCEDURES MANUAL



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CHAPTER 1

STATEMENT OF PURPOSE

The purpose of this manual is to place in clear and understandable format the pertinent policies and procedures of Multiple District Four, California, the Council of Governors; appointed committees; and staff. It is a codification of customs and practice, based on the constitution and bylaws. The policies enumerated in this manual are consistent with the Policy Manual of Lions Clubs International.

CHAPTER 2 COUNCIL OF GOVERNORS

2.1 Council Chair

The Chair's specific responsibilities shall be to

- a. Further the purposes and objects of this Association.
- b. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning.
- c. Create and foster harmony and unity among sub-Districts, and assist District Governors to solve issues.
- d. Preside over the Multiple District convention and all council meetings, chair the Executive Committee and the Personnel Committee. Act as a direct liaison for the Council of Governors to Lions Clubs International and Multiple District Four office and its Office Manager. ~~The Council Chair shall appoint the council chaplain, parliamentarian and keeper of the boot at the Council of Governors first meeting. The Council Chair shall also have the authority to appoint members to any standing committee as may be required subject to the approval of the Council of Governors at its next regular or specially called meeting.~~
- e. Submit reports and perform such duties as may be required by the Constitution and Bylaws.
- f. At the close of the Chair's term, to facilitate the timely presentation of all Multiple District Four accounts, funds and records to the Chair's successor in office. All personnel files will be turned over to the successor in office.

2.2 Council Secretary and Council Treasurer

- a. The Council Secretary and Council Treasurer shall serve on the Executive Committee and the Personnel Committee, and are not ordinarily appointed as Governor members of standing committees. The Council Secretary and Council Treasurer shall preside over Council of Governors meetings and any other meetings when called upon by the Council Chair and shall assist the Council Chair in other capacities as may from time to time be requested by the Council Chair.

2.3 Protocol Chair

- a. The MD-4 protocol chairperson shall be the seated International Director, and in his/her absence, the most recent past international director. He/she under the direction of the MD-4 Council of Governors shall oversee protocol and the MD-4 convention as outlined. The MD-4 protocol chairperson, or his/her designate, shall work with the local host committee on arrangements for transportation, meals, seating, introductions, and escorts to functions and any other matters pertaining to visiting international guests. The MD-4 office shall assist the MD-4 protocol chair with any matter concerning the MD-4 Convention. The Protocol Chair may then make such assistants as are necessary, such as C.C. or P.C.C.

2.4 Location of Meetings

- a. Sites for Council meetings shall be selected consistent with the bylaws. At each meeting, the District Governor of the district where the meeting is held, shall be responsible for making any and all arrangements for the Council meeting and shall coordinate the hotel housing, meeting rooms and meal requirements with the Multiple District Four Office Manager.
- b. At the fourth meeting the final contest of the Student Speakers Contest shall be held. See Chapter 9.
- c. The District Governor of the district where the meeting is being held shall give a report at the Council of Governors meeting just prior to the next meeting. Said report shall include, but not be limited to, the date and location of the meeting along with a tentative budget detailing the district's costs responsibilities.

2.5 Agenda

- a. The agenda for the first meeting shall include:
 - i. Establishing a master calendar for the year
 - ii. Establishing the annual committee goals and programs
 - iii. Rules of Audit in consultation with the Budget and Auditing Committee
 - iv. The Employee Handbook
 - v. Recommendations by the preceding Council and Personnel Committee
 - vi. First Vice District Governors workshop with the Budget & Audit Committee to create the following year's budget for approval by the sitting council at the second meeting.
- b. The agenda for the second meeting shall include:
 - i. The proposed budget for the ensuing year
 - ii. Proposed constitution and bylaw changes
 - iii. Acceptance of the audit report
 - iv. A report from the Youth Exchange Committee
 - v. A pre-convention report
 - vi. The approval of the seminars and forums to be held at the convention
 - vii. Reports from various standing committees
- c. The agenda for the third meeting shall include:
 - i. Report from the Personnel Committee
 - ii. Resolutions
 - iii. Final standing committee reports
 - iv. Selection of the MD-4 auditor
 - v. Site for next year's council meetings
- d. The agenda for the final meeting shall include:
 - i. An orientation seminar for the Governors-elect by the Council Chair, Council Secretary and Council Treasurer, and the GLT Coordinator.
 - ii. Appointment of members to standing committees
 - iii. Final reports from standing committee
 - iv. Review of the recommendations of the Personnel Committee
 - v. Review of matters pertaining to the Lions Club International Convention
 - vi. Vice District Governor's elect workshop with the Constitution and Bylaws Committee

2.6 Rules of Audit

- a. Expenses for District Governors and the Council Chair in attending meetings shall be reimbursed to the extent as provided by the Rules of Audit of Multiple District Four when not covered by Lions Clubs International according to its Rules of Audit, and only for such period of time as the meeting is conducted and the member is actually in attendance. Expenses of outgoing District Governors and the Council Chair in attending the Lions Clubs International Convention at the end of their term shall be reimbursed as provided in the Policy Manual to the extent actually incurred, and amounts budgeted for that purpose should vary in relation to distances to Convention sites and anticipated expenses and costs of *attendance provided, however, that reimbursement of travel expenses shall be the actual expenses of the District Governors and the Council Chair up to, but not to exceed, the maximum amount allowed by Lions Clubs International for the travel expenses of the District Governors-elect. The total amount paid to the District Governors and the Council Chair shall not exceed the total amount budgeted for this expense. In the event that the total of reimbursement claims submitted by the District Governors and the Council Chair exceeds the amount budgeted for this expense, the amounts paid to the District Governors and the Council Chair shall be prorated*

among those submitting Rules of Audit claims so that the total amount paid to the submitting District Governors and Council Chair does not exceed the total amount budgeted for this expense.

- b. No expenses of any committee meeting or member thereof shall be paid except as provided for herein, or as authorized by the Council of Governors pursuant to budgetary requirements.
- c. First Vice District Governors and Second Vice District Governors shall attend all regular meetings of the Council of Governors. First and Second Vice district Governors attending multiple district council meetings shall be reimbursed to the extent as provided by the Rules of Audit of Multiple District Four when not covered by Lions Clubs International according to its Rules of Audit. In no event shall any one sub-district be entitled to more than three (3) participants of regular meetings of the Council of Governors.
- d. The Council Chair as CEO of Multiple District Four shall receive rules of Audit in his/her travel to the District Office and mileage only for District visits.

CHAPTER 3 COMMITTEES

3.1 Special Committees

3.1.1 Personnel Committee

- a. There shall be a Personnel Committee as provided in the Bylaws. The Personnel Committee shall:
 - i. Maintain a personnel file for each employee which shall include:
 - ii. The personnel files shall be confidential and maintained in the possession of and under the control of the Council Chair with access being given thereto only to each employee's immediate supervisor, any members of the Personnel Committee, and any member of the Council of Governors, each of whom shall maintain the confidentiality of the contents thereof. Each Council Chair shall transfer the personnel files of employees to the next succeeding Council Chair. The Council of Governors shall meet in Executive Session when discussing any and all personnel matters.

3.1.2 Disaster Committee

- a. This committee is charged with the responsibility of directing and coordinating assistance to the affected district or districts in the event of a major disaster. Calamities caused by floods, earthquakes, tidal waves, fires, hurricanes and acts of war are illustrative of disasters in which the committee may offer assistance. In the event of any such major disaster, the District Governor(s) geographically involved shall advise the Council Chair of such disaster. The Council Chair shall thereafter call a special meeting of the Disaster Committee, which shall meet in person or by telephone conference to coordinate assistance for the district involved. The Committee's assistance may include recommendations and such recommendations shall be communicated as quickly as possible to all clubs in Multiple District 4. In the event that other districts in Multiple District 4 wish to contribute funds to Multiple District 4 for the assistance of the affected district, such funds shall be deposited in a special account. The expenditure of such monies shall be pursuant to the recommendations of the Disaster Committee with the approval of the affected District Governor(s), and an accounting of such expenditures shall be made by the appropriate District Governor(s) to the Disaster Committee. The Disaster Committee shall meet once each year at the Multiple District 4 Convention or at the call of the Council Chair.

3.1.3 Ad Hoc Committees

- a. The Council of Governors may create and appoint Ad Hoc committees as are necessary to make such recommendations and take such action as is necessary in connection with a single project or other matter. The date of termination for an Ad Hoc committee must be stated in the motion to establish said committee.

3.2 Standing Committees

- a. The Chairperson of each committee shall be the senior member in point of service on the committee unless otherwise directed by the Council of Governors.
- b. Interim appointees appointed in accordance with the bylaws, are not eligible to serve as Chair of a standing Committee during the first year of appointment.

3.2.1 Attendance

Meetings of said committees unless otherwise directed by the Council of Governors shall be held in conjunction with the meetings of the Council as follows:

- a. **Budget and Auditing** - full committee at first and second meetings and chair and next senior member at the third and fourth meetings.
- b. **Club Services** - full committee at first meeting and chair only at the fourth meeting.
- c. **Constitution and Bylaws and Rules** - full committee at first, second, third and fourth meetings.
- d. **Convention Management** - full committee at the first, second and third meetings and chair only at the fourth meeting.
- e. **International Convention Hospitality** - *chair only at first, second, and fourth meetings and full committee at the third meeting.*
- f. **Lioness** - full committee at the first meeting and chairperson only at the third meeting.
- g. **Lions Youth Outreach** - full committee at first meeting, chair only third meeting
- h. **Long Range Planning and Research** - full committee at the second and third meetings and chair only at the first and fourth meetings.
- i. **Public Relations and Lions Information** - full committee at first meeting and chair only at the third meeting.
- j. **Student Speakers** - full committee at the first and fourth meetings; for the purpose of participation in the first meeting the Student Speakers Committee shall be augmented to include all District Student Speakers Chairs not then serving as members of the Student Speakers Committee.
- k. **Youth Exchange** - *chair only at the second meeting and full committee at the third meeting. The Chair will send the committee's request for funding to the Budget and Auditing committee for the first meeting.*
- l. **Family and Women's Membership Development** – *full committee at the first and third meetings.*

3.3 International Convention Hospitality Committee

- a. Items to be shipped/brought to the convention:
 - 1) US Flag with split pole
 - 2) California Flag with split pole
 - 3) MD-4 Parade Banner
 - 4) Two (2) Shoulder harnesses for carrying the US & California Flags.
 - 5) A tripod stand
 - 6) One (1) large MD-4 Banner (Plastic Protector on top edge)
 - 7) One (1) Small MD-4 Banner
 - 8) Connector Poles for the carrying of the MD-4 Parade Banner
- b. Tickets shall be designed and printed for the MD-4 events at the international convention.
- c. Tickets and invitations for MD-4 events at the international convention shall be distributed to the Governors-elect. Money collected should be mailed to the MD-4 office.
- d. Uniforms shall be decided by each council no later than the Mid-Winter Council meeting.

3.4 Other Required Committees

3.4.1 Global Leadership Team (GLT) and Global Membership Team (GMT).

- a. The coordinators for each of these committees shall be appointed for a period of three (3) years by the Council of Governors and the concurrence of Lions Clubs International. Both of the Global team coordinators shall serve concurrent terms. At the fourth Council meeting the Chairs shall appoint three (3) Lion members, 1 from each of the three (3) areas within the multiple district, to serve the same three year periods as their respective chairs, subject to the approval of the Council of Governors.

3.4.1 (a) Global Leadership Team (GLT)

- a. The GLT shall adapt and implement Multiple District Four leadership initiatives in coordination with the Multiple District Four Council of Governors.
- b. Provide support, training and troubleshooting assistance as necessary to Districts experiencing leadership challenges as well as encouraging each District to have a leadership development plan in place.
- c. Identify new opportunities for Leadership growth and development and develop action plans for the same in consultation with District Cabinets.

3.4.1 (b) Global Membership Team (GMT)

- a. The GMT shall adapt and implement Multiple District Four membership initiatives in coordination with the Multiple District Four Council of Governors.
- b. Provide support, training and troubleshooting assistance as necessary to Districts experiencing membership and retention challenges as well as encouraging each District to have a membership and retention plan in place.
- c. Identify new opportunities for membership growth and retention and develop action plans for the same in consultation with District Cabinets.
- d. Adapt and implement Multiple District Four membership extension initiatives in coordination with the Multiple District Four Council of Governors.
- e. Provide support, training and troubleshooting assistance as necessary to Districts experiencing membership extension challenges as well as encouraging each District to have a membership extension plan in place.
- f. Identify new opportunities membership extension growth and development and develop action plans for the same in consultation with District Cabinets.

3.4.2 Youth and Camp Exchange Committee

- a. This committee is the third Other Required committee and shall originate, develop and recommend programs, projects and activities to the Council of Governors and, upon approval of the Council, to carry them out. The committee shall concern itself with Lions endorsed youth exchanges and other activities designed to strengthen international friendship. This committee shall be advisors to the Youth Exchange Committee in the districts of their respective areas.
- b. The members of the committee shall serve for a term of four years. The general chairperson of the committee shall be the most senior member on the committee that year and shall serve as general chairperson for one year. Following the year as general chairperson; that Lion shall serve as winter coordinator. A Lion being considered for appointment to the Youth Exchange Committee shall demonstrate interest in and knowledge of the youth exchange program. Where possible, all four areas of the multiple district shall be represented on this committee.
- c. The responsibilities of the members of the committee shall be divided as follows:
 - 1st year member: Hosting European students
 - 2nd year member: European visit and chaperone
 - 3rd year member: Hosting Japanese students
 - 4th year member: Japan visit and chaperone

3.4.3 Family and Women's Membership and Development Committee

- a. This committee is the fourth Other Required committee and shall provide for the development and growth of *family and women's* membership among Lions Clubs of Multiple District Four. Appointment to this committee shall be for a period of four years. Selection of the Multiple District Four Women's Membership Chairperson shall be as prescribed by Lions Clubs International with the approval of the Council.

3.4.4 Multiple District Four Property Management Committee

- a. This committee is the fifth Other Required committee and shall oversee the maintenance and standing of the Multiple District Four Office. The committee shall be comprised of the sitting Council Chair, immediate Past Council Chair and the sitting Governor of the district where the MD-4 Office is located.

3.5 Attendance of Other Committees

- a. Unless otherwise directed by the Council of Governors, meetings shall be held concurrently with the meeting of the Council of Governors as follows:
 1. Global Leadership Team
 2. Global Membership Team

3.6 Expenses of Members

- a. Expenses for members of all committees shall be paid for the above meetings according to the Rules of Audit for Multiple District Four, except that there shall be no expense allowance for members of the Disaster Committee. It is expected that all committee members shall attend the annual convention at their own expense, except the Convention Management committee, as their duties require them to attend. When a committee Chairperson is unable to attend a required Council Meeting, the next senior member in succession may attend and be covered under the Rules of Audit.
- b. Expenses for members of all committees reimbursed under the rules of audit for Multiple District Four shall be the only expense reimbursement allowed to such members and no other member shall be entitled to any other reimbursement whatsoever.

3.7 Committee Reports

All committees shall present written reports to the Council when required to attend meetings as stated above.

3.8 Committee Appointments

- a. Full term retirees for all committees listed herein, must stand down for one year before being eligible to be appointed or re-appointed to any MD-4 Committee.
- b. Committees are encouraged to make written recommendations for their new members to the area District Governor's at least 30 days prior to the May/June Council of Governor's meeting

3.9 Specific Duties for Public Relations and Lions Information Committee

- a. Public Relations: duties shall include, but not be limited to, providing public relations support to the clubs, districts and Council of Governors of Multiple District Four. This may include Public Service

Announcements, news releases, newspaper advertisements, etc. Also devising and developing ways of improving public relations for Lionism and Lions Clubs.

- b. Internal Lions Information: duties and responsibilities shall include, but not be limited to, the Multiple District website.
- c. The Public Relations Committee shall nominate, for approval by the Council of Governors, a Webmaster for the MD-4 website and an editor for the "Leader" newsletter, annually at the June Council of Governors meeting.

CHAPTER 4 FINANCES

4.1 Budget

- a. Budget Statement. A proposed annual budget for the next fiscal year shall be prepared by the Budget and Auditing Committee in accordance with guidelines prepared by the committee and approved by the Council of Governors.
- b. Committee Budgets. Each standing committee shall have submitted to the Budget and Auditing Committee, at least two weeks prior to the first council meeting, a detailed written itemization of its requested budget for the ensuing year, together with a statement of purpose and justification for each item of anticipated expenditure. The Budget and Auditing Committee shall consult with each standing committee at or before the second council meeting. Failure to submit such an itemization shall not prevent the Budget and Auditing Committee, in conjunction with the Council, from determining a budget for any such standing committee, as they may deem appropriate.
- c. Budget Report. The Auditor shall personally attend the Oct/Nov Council meeting to present the audit for the preceding year's operation to the Council and to personally respond to any inquires or to answer any questions that may arise.
- d. Mailing. The Office Manager shall mail a copy of the proposed budget to the Secretary of each club in the multiple at least forty-five (45) days prior to the beginning of the annual convention.
- e. Prior to each regular meeting of the Council the Budget and Auditing Committee shall cause to be prepared and submitted to the Council a statement of receipts, expenditures; commitments of expenditures or allocated funds; a summary of operations to date; and a balance sheet. These statements are to be prepared by the Office Manager or under his/her direction.
- f. The entire Budget and Auditing Committee shall meet at the MD-4 office prior to the second council meeting to prepare a preliminary budget.

4.2 Designated Reserve Funds

- a. A designated reserve fund for a specific purpose may be established upon recommendation by the Budget and Auditing Committee and a two-thirds vote of the council of governors.
- b. All reserve funds shall be reviewed annually by the Budget and Auditing Committee and a recommendation shall be made at the final council meeting of the year as to continuing any designated reserve funds into the fiscal year. The funds from any designated reserve not recommended for continuation shall revert to the undesignated reserve fund at the close of the fiscal year.
- c. The council of governors may designate no more than \$10,000 annually from undesignated reserve funds for use in any designated reserve fund.

- d. Any transfer to or from a designated reserve to the MD-4 budget income or expenses must be indicated on said budget as presented for approval at the MD-4 Convention

4.3 Rules of Audit

- a. Expenses of District Governors, 1st Vice District Governors and 2nd Vice District Governors and members of standing committees or other persons entitled to reimbursement are paid as provided pursuant to Rules of Audit, established by the Council of Governors, which are considered by the Budget and Auditing Committee in preparing the proposed budget for the ensuing year. *The category and rate of the Rules of Audit are lodging - \$75.00 per night; meals - \$25 per meal up to two meals per day, and mileage - \$0.41 per mile round trip or economy airfare round trip, whichever is lesser, as actually incurred).*
- b. Expenses of the Council (District Governors of current year) shall consist of a maximum for three (3) days lodging and three (3) days meals at *one COG* meeting and a flat rate of \$200 for the MD-4 convention. All other ROA expenses are to be submitted to LCI.
- c. 1st and 2nd Vice District Governors shall be entitled to receive rules of audit for all four meetings (The mid-winter meeting is 2 days).
- d. The incoming Council Chair shall be covered under Rules of Audit to the extent of meals and lodging, not to exceed four (4) days, at the International Governors-Elect School.
- e. District Student Speakers Chairs shall be covered under the Rules of Audit for one day's lodging and one day's meals plus mileage to the Council's first meeting.
- f. The Host Convention Committee Chair shall be covered under rules of audit for one day's lodging and one day's meals plus mileage to attend a council meeting, if required.
- g. Any committee member of a standing or other required committee, as defined by the Constitution and Bylaw or Policy Manual, required to attend the annual Multiple District Four convention and present a seminar, presentation or report and not covered by rules of audit for the preceding council of governors meeting shall be covered by rules of audit for one day including lodging, meals and travel. The Convention Management Committee members shall receive rules of audit for all days of attendance at the Multiple District convention as required to perform the duties of the committee.
- h. Rules of audit shall be the same amount for attendance at council meetings and the MD-4 convention for all committees required to make presentations or be in attendance including "standing" or "other required committees".
- i. All requests for rules of audit reimbursement must be received by the MD-4 office within thirty (30) days after completion of the qualified meeting or event which qualifies for rules of audit reimbursement. Requests for reimbursement received after this deadline shall not be eligible for reimbursement.

- j. When two Lions or more are covered by Rules of Audit for the same meeting, they shall both be entitled for Meals reimbursement, but only one Lion for lodging when they share a room, and only one Lion for mileage when they travel together.
- k. To receive rules of audit for housing, all individuals, including Council members, must reside at the designated MD-4 Hotel. Rooms must be booked through the Lions block of rooms. If a room is not booked through the lions block, the individual requesting rules of audit shall not be entitled to receive rules of audit for lodging.
- l. To receive rules of audit for meals, individuals including council members must register with the host and pay for 50% or more of the meals *offered by the host* during the time they are requesting reimbursement. This requirement shall be maintained in the event an individual is required to attend only a one day session. For individuals required to attend a one day session of a Council of Governors meeting where no meals are scheduled, this requirement shall be waived. *Rules of audit for meals shall only be paid for meals actually paid to the host and shall not be paid for other meals. For example, an individual submitting a rules of audit request for attending a Council of Governors meeting only pays for two lunches offered by the host and does not pay for two dinners also offered by the host. This individual would receive rules of audit for only two meals and not for four meals.*
- m. To receive rules of audit for mileage, individuals commuting on a daily basis to a Council of Governors meeting shall receive rules of audit for such daily mileage on an accumulated basis for each daily round trip, up to a maximum distance of one hundred fifty (150) miles, not to exceed three (3) round trips in total for any meeting of the Council of Governors.

4.4 Employee Expenses

- a. Only actual and necessary charges and expenses for budgeted items shall be incurred by Multiple District Four employees for Multiple District Four business and, in order to be paid must be submitted to the Council Chair within thirty days for its approval prior to payment. Air travel must be obtained at the lowest fares obtainable and in no event higher than coach class. Lodging must be at the lowest rate obtainable at the headquarters hotel and in no event to exceed single or double occupancy, whichever is less. COG meeting and convention attendance will require an intermediate size rental vehicle, fuel, room and meals. For personal vehicle use for office operations; Mileage will be paid at \$0.41 per mile.
- b. When requested by a District to attend a District Convention or Cabinet meeting, such District shall be responsible for actual charges and expenses incurred.
- c. Vouchers approved by the Council Chair shall accompany any checks for employee charges and expenses presented to the Council Chair or a Vice Chair for signature.

4.5 Committee Expenses

- a. In order to be paid, any and all standing committee expenses must be submitted to the Budget and Auditing Committee within thirty days and only those actual and necessary charges for budgeted items, substantiated with invoices and/or receipts, may be paid.

4.6 International Convention Expenses

- a. Expenses of outgoing District Governors and the Council Chair in attending the Lions International Convention at the end of their term shall be established as part of the budget.
- b. Expenses of District Governors and the Council Chair shall be paid as provided pursuant to Rules of Audit. The category and rate of the rules of audit shall be equal to the rules of audit established by the International Association of Lions Clubs for District Governors. *Lodging - \$75.00 per night; Meals - \$25 per meal up to two meals per day. Travel expenses shall be calculated at \$0.41 per mile round trip or economy airfare round trip, whichever is less.* All expenses shall be actually incurred by the District Governors and Council Chair who actually attend the International Convention and shall be supported by original receipts.
- c. Expenses of the District Governors, Council Chair and the international Convention Committee shall consist of the number of days the Convention is held, together with the appropriate travel allowance.
- d. Complimentary tickets for the MD-4 Delegate Breakfast/Reception” Two (2) complimentary tickets to the MD-4 delegate Breakfast/Reception will be made available to each District Governor Elect. Also, up to ten (10) complimentary tickets will be made available per request by each current and past international officer, who is defined as International President, Past International Presidents, International Director and Past International Director. Up to ten (10) complimentary tickets will be made available to the currently endorsed international candidate by request.

4.7 Emergencies

- a. Emergency expenses may be reimbursed only upon a majority vote by the Council, which may be paid only from the contingency and/or discretionary portions of the budget.

4.8 Per-Capita Tax

- a. Multiple District Four per-capita taxes and per-capita taxes established by each district are billed semi-annually and sent directly to each club. The billing may also include, with the per capita tax, a request for other contributions as approved by the Council. Periodically, the Multiple District Four Office Manager will transmit to each District Governor a report of district per-capita taxes actually collected together with a report of delinquent clubs within the district. The collection of any and all per-capita taxes and district per-capita taxes due and owing from each club are the responsibility of the District Governor.

4.9 Miscellaneous

- a. No individual or committee shall expend or contract for any activity or program, including expenditures, without receiving prior written approval from the Council of Governors. If no prior written approval is obtained the individual or committee shall be liable for all such commitments or expenditures.

- b. The Office Manager together with any other authorized employee shall sign all checks for office operating expenses, including salaries. Checks shall be sent to one of the other authorized signers on the MD-4 accounts for review and signature prior to the release of any checks.
- c. In addition to the Office Manager, the authorized signers on *all* the MD-4 accounts shall be the Council Chair, ~~Council Secretary~~, Council Treasurer, ~~or Chair~~ *and Senior Member* of the Budget and Auditing Committee.
- d. The Council Chair, Council Secretary, Council Treasurer, Office Manager, Chair of the Budget and Auditing Committee, and any other regular salaried personnel shall give a sufficient bond for the faithful performance of the duties of their position in an amount and form satisfactory to the Council of Governors.

CHAPTER 5 CONVENTIONS

5.1 Bids to Host the Convention

- a. Any Lions club or clubs wishing to host a convention must secure the approval of the District Governor of said club or clubs prior to submitting a bid to the MD-4 Office. The bid must be received in writing no earlier than July 1st, forty-three months prior to the month of the convention. The bid must include specifications for hotel accommodations, conference rooms, convention hall, banquet dinner, lunches and breakfast facilities, supplies, equipment or services that are to be furnished by the host club or clubs, convention bureaus or other local organizations providing convention services for the particular site.
- b. Said bid or bids shall be analyzed by the Convention Management Committee, with the assistance of the Office Manager, and submitted to the Council of Governors, together with their findings of fact, at its Fall meeting of the calendar year in which said bid or bids are received. The Council is authorized to certify the bid or bids of the club or clubs, which demonstrate adequate facilities for hosting a convention. Any bid or bids certified shall be presented to the next succeeding convention for decision. Said decision shall be made by the duly accredited delegates at said convention by written ballot. A plurality of votes shall be sufficient to make a determination.
- c. In the event that no qualified bid is received by a Council for a convention by the dates specified above the Council shall select the convention site. In the case of an emergency, the date and place of the convention may be changed at any time by the vote of a majority of the members of the Council present and voting at the time the emergency arises.
- d. Every Lions club or clubs, acting as host for a convention, must maintain records of the convention in accordance with the Chart of Accounts and the Manual of Procedure For Conventions and, at the conclusion of the convention, must submit to the MD-4 office, within one hundred twenty (120) days, an audited report of the convention prepared by a Public Accountant or a Certified Public Accountant and remit to Multiple District Four its share of the net proceeds within one hundred twenty (120) days following the adjournment of the convention. The fee for this service shall be a cost of the convention and must be included in the original budget for the convention, as submitted to the Council for approval, together with the name of the accountant.

5.2 Delegates

- a. Each club shall submit to the Office Manager a list of its accredited delegates and alternates to each convention who shall deliver a like list to the Credentials Committee. Failure on the part of a club to submit said list of accredited delegates and alternates by 6:00 p.m. on the day proceeding the opening day of the convention shall preclude these delegates or alternates from being certified to vote. The District Governor, with the consent of the members of a club present may accredit for certification eligible members of that club as delegates or alternates if, in his opinion, there are conditions warranting the same. Only those Lions holding properly certified credentials shall be entitled to debate and vote on any matter coming before said convention.

- b. At conventions, Lion delegates and alternate delegates may be certified and all other persons whether delegates, alternate delegates or guests may be permitted to attend or participate in any session or proceeding, only after registering and paying such registration fee as may be fixed by the Convention Management Committee, as approved by the Council.
- c. A voice vote, or a showing of hands, or a standing vote may be taken at any convention, except where written ballot is otherwise required herein, and the ruling on such showing by the presiding officer shall be deemed conclusive unless said ruling is challenged by a certified voting member immediately after said ruling is made, in which event the presiding officer shall cause a further vote to be taken. A majority vote by attending certified voting members shall be sufficient to pass and approve any matter coming before the annual conventions except where plurality or two-thirds votes are otherwise required herein. No proxy or absentee voting shall be permitted.

5.3 Nominations

In elections, nominations shall be made at the opening session of the convention. Each candidate shall be entitled to one nominating speech of not more than three (3) minutes and, if he/she desires, he/she may address the convention for not more than five (5) minutes.

5.4 Elections

- a. Elections shall be held between the hours of 7:00 A.M. and 10:00 A.M., on the final day of the convention, except as herein above provided. Ballots shall contain only the wording necessary to cast votes on candidates, convention sites, and/or other ballot measures. There shall be no editorializing, either pro or con, for any candidate or measure, on the ballot. Any arguments, either for or against any candidate or ballot measure, either written or spoken, with equal time allowed for opposing views, shall be limited to the days prior to the election. No campaigning, either written or spoken, shall be allowed within 75 feet of the polling place on the morning of the election.
- b. In the event of a tie for first position there shall be a re-ballot between the candidates on the convention site. The re-ballot must be on the date of the originally scheduled election at a location to be announced to convention session at least one hour prior to opening of polls for re-ballot.
- c. The Election Committee shall seal the ballot box and deliver it to the Office Manager. These ballots shall be kept until the conclusion of the next following meeting of the Council. The Council, by a majority vote, may review the ballots.

5.5 Finances

See the Convention Manual, Section 5.1, for details on initial financing of and accounting for conventions. Following the convention, after all bills and accounts have been settled, any surplus money remaining from convention registration fees or other income shall be allocated as follows:

- a. The first \$5,000 goes to the host committee sponsoring club(s).

- b. The next \$10,000, plus any additional amounts that were advanced by Multiple District Four in support of the convention, shall be returned to Multiple District Four in reimbursement of the funds advanced by Multiple District Four to the local sponsoring District or host committee club(s);
- c. Any amounts above those allocated under subparagraphs (a) and (b) above shall be divided equally with one-half (1/2) going to the local sponsoring District or club(s) and one-half going to Multiple District Four.
- d. The maximum amount carried over in the Restricted Convention Fund shall be \$20,000. Any amount over this maximum shall revert to the Multiple District undesignated fund account.
- e. \$10,000 in the restricted convention fund will be available to the new MD-4 host committee, upon written request, at the beginning of the fiscal year prior to the fiscal year of their convention.

Please refer to the Convention Manual (pg 45) for further details concerning the convention.

CHAPTER 6

INTERNATIONAL CANDIDATE ENDORSEMENT

6. Candidate Policy

- a. Any candidate for International Vice President or International Director who meets the qualifications for the office sought as set forth in the Constitution and Bylaws of Lions Clubs International may be presented for endorsement at the annual Multiple District Four convention immediately preceding any Lions Clubs International Convention at which Multiple District Four will be eligible to present such a candidate.
- b. Such endorsement may also be sought at any special convention of Multiple District Four held within the same time limitations.
- c. Candidates for International office shall not commence active campaigning for their endorsement within the Multiple District, excluding such candidates' own districts, during any period in which Multiple District Four has a pending endorsement or during first year of sitting of the international director's term per Bylaw article VI, paragraph 3. Should the candidate commence active campaigning prior to this time, the candidate shall be notified to cease and desist active campaigning until such time as they are allowed to commence. If this activity continues, the Council shall have the authority to take whatever action it shall deem appropriate, including the authority to declare the candidacy invalid.
- d. Campaign is defined as the hosting of hospitality rooms either by individuals, clubs or districts and the distribution of any and all campaign material or securing endorsements or pledger support from Lions outside their own sub-district.

CHAPTER 7

OFFICE OPERATIONS

7.1 General Information

- a. The following is the office procedure outline for use by all Multiple District Four employees. Tasks, assignments and activities are set forth monthly. The employees should implement the outline of tasks and procedures as the need arises, subject to approval by the Council of Governors. Upon adoption, office procedures shall remain in effect until changed by instruction from the Council Chair upon action duly taken by the Council.
- b. The Multiple District Four office serves as the headquarters for the individual districts of Lions Clubs International in California. The primary purpose of the office is to be of service to the Council of Governors, the committees and the programs, and also the districts, clubs and the Lions in Multiple District Four. All activities shall be conducted in a prompt, thorough, courteous and professional manner.
- c. The office shall maintain regular office hours as directed by the current Council Chair (CEO) on weekdays, except on holidays set forth in the employee handbook.
- d. The staff shall provide all clerical, secretarial, and accounting and bookkeeping service for the council, committees and programs. The staff shall be responsible for publishing an annual Multiple District Four Directory, Student Speakers contest material and shall conduct any and all mailings for the committees, provide assistance, advice and counsel to the committees and their members as may be requested thereby, and to act as the coordinator of all projects and programs to include and not only; Proud Lions pin distribution.
- e. The MD-4 cash receipts, cash disbursements and general ledger accounts shall be posted and balanced at the end of each month. Print outs of the above shall be kept in a monthly file. Appropriate documentation for all expenditures shall be maintained for audit purposes. The cash disbursements journal shall be emailed to the council treasurer for review.
- f. There shall always be on hand ample supplies of paper, envelopes, postage and other office supplies and materials necessary to complete all tasks and activities in a timely manner.
- g. All requests and/or questions directed to the office shall be attended to promptly and professionally. Files should be kept on current correspondence, projects and activities.
- h. To keep the distributed copies of the Policy and Procedures manual current, pages changed in the Policy and Procedures manual should be prepared posted to the MD-4 Web site as soon as possible and distributed via email, to all appropriate parties at the Council of Governor's meeting following the Council meeting in which the action was taken.

7.2 August

- a. The Multiple District Four Office Manager, for the first Council of Governors meeting held the first weekend in August, shall prepare, but not be limited to the following:
 - 1. Agenda
 - 2. List of clubs with unpaid dues (aged receivables) from the prior year
 - 3. Standing committee membership chart
 - 4. Any changes or additions to the policy manual
 - 5. Rules of audit form where appropriate.
 - 6. Any other documents that may be of assistance to or needed or requested by the Council of Governors, the Council Chair, or members of a committee.
 - 7. A sample Student Speakers packet shall be prepared for each council member, each of the members of the Student Speakers Committee, and for each of the 15 District Chairs to review and revise for the next year's contest.
- b. After the first Council of Governors meeting all instructions and requests received from the Council at the meeting shall be completed. Checks for those who are under rules of audit for the August council meeting as provided in the constitution shall be prepared and mailed based on the returned compliant rules of audit forms.
- c. Complete all club per-capita tax invoices and statements and mailed to club treasurer as soon as the June 30th international membership report is available. Club payments shall be posted and deposited daily. Included with this mailing should be a letter announcing the topic for the Student Speakers contest for the year.
- d. Within 45 days after the first council meeting the summarized minutes of the meeting are to be prepared, and e-mailed as a PDF to everyone who was required to attend that first meeting as provided in the constitution and bylaws and posted to the MD-4 Web site. Hard copies will be mailed on request.
- e. Any endorsed projects requesting mailing labels, i.e. White Cane, Flag Day, eye foundations, etc., should be filled as needed. All costs for the labels or disks shall be charged to the requesting organization or as otherwise directed by the Council of Governors according to the following rates:

1.	Disk	Labels
• Whole Data Base	\$25.00	\$35.00
• Clubs Only Pres. and Sec.	\$15.00	\$25.00
• Clubs Only Pres. or Sec.	\$10.00	\$15.00
• PDG's only	\$5.00	\$10.00
• Individual districts – more than 8	\$1.50 each	+ Postage \$2.00

- Individual districts - less than 8 \$2.00 each + Postage \$2.00
- f. Student Speakers Contest materials shall be revised based on council recommendations and the materials prepared and printed for distribution as soon as possible.
 - g. MD-4 directories shall be mailed to all club presidents, district cabinet officers, PIDs, PCCs, PDGs and sponsored projects. This mailing should be completed no later than the first part of September.
 - h. The annual supply order for the office should be placed and stored appropriately.

7.3 September

- a. The first payment of district dues to each of the District Governors shall be made on September 1st and on the 1st of each month following. The amount of payment shall be based upon the number of members paid for that month. A copy of the district report and list of clubs paid to date shall be mailed with the check.
- b. Student Speakers material should be printed, assembled and ready for mailing to all clubs by the end of September. Packets shall be assembled for each district zone and region chairperson and shipped for use at the fall cabinet meeting. Material shall be sent to the MD-4 Student Speakers Committee (area).
- c. Council of Governors shall make their own reservations for the international convention. Convention division at Lions Clubs International and/or the MD-4 headquarters hotel should be contacted by the District Governors so that space and service requirements can be negotiated.
- d. A list of those items that are to be completed by the MD-4 office and its employees concerning the international and MD-4 conventions shall be made and maintained, i.e. printing, mailing labels, ordering of ribbons and plaques, preparation of resolutions, etc. The MD-4 Convention Manual contains a full explanation of the responsibilities of the Office Manager which is incorporated herein and to which reference shall be made.
- e. A proposed agenda is to be prepared for the second Council of Governors meeting and copies sent to the Executive Committee for their approval.
- f. The MD-4 auditor shall complete the bi-annual audit of the financial records of MD-4. The Office Manager shall provide all needed records and materials.

7.4 October

- a. The agenda, activities schedule and meal reservation form for the second council meeting shall be prepared and mailed at least 30 days prior to the meeting date. Agenda packets are sent to the following:
 1. Council of Governors and Vice Governors
 2. MD-4 committee members according to the bylaws (see chart)

3. All current and past International officers of MD-4
4. Student Speakers Foundation President
5. Youth Exchange Foundation President
6. Any other individuals who will be listed on the agenda to make a report.

All materials necessary for the meeting shall be prepared including but not limited to an agenda and appropriate financial statements.

- b. Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.
- c. The MD-4 Office Manager shall accompany the members of the Convention Management Committee and Host Committee on their site inspection for the MD-4 convention. Final details of contracts with the host hotel(s) and convention center should be approved.
- d. Minutes for the August council meeting shall be prepared and mailed or emailed along with any changes in the policy manual.
- e. The MD-4 office shall host a meeting of the Budget and Auditing Committee and make preparations for this meeting, including hotel reservations for committee members.
- f. Letters shall be prepared and mailed to all MD-4 committee chairs and MD-4 endorsed projects concerning exhibit space and seminar rooms for the MD-4 convention.

7.5 November

- a. After the second council meeting all instructions and requests received from the council shall be completed.
- b. Within 45 days after the second council meeting the summarized minutes of the meeting are to be prepared, printed and mailed or emailed to everyone who was required to attend that second meeting as provided in the constitution and bylaws. Minutes will be posted on the MD-4 Web site.
- c. The 990 and 199 tax forms are to be filed no later than November 15th by the MD-4 auditor.
- d. Proposed changes to the constitution and bylaws together with the proponent's statement of purpose and the recommendations of the Constitution and Bylaws Committee shall be prepared by the Office Manager and reviewed by the Constitution and Bylaws Committee Chair. These proposed amendments shall be printed and mailed to all club secretaries along with a copy of the proposed budget and delegate form at least 45 days prior to the opening session of the convention.
- e. Certification forms shall be printed on 3-part NCR paper.
- f. Plaques for the winner and two runner-ups of the MD-4 scrapbook contest shall be ordered.
- g.

7.6 December

- a. A proposed agenda for the third Council of Governors meeting is to be prepared and sent to the Executive Committee for their approval.
- b. Preparations for the convention shall begin and shall include but not be limited to the printing of the official ballots (ballots shall contain ballot measures only. No Pro's or Con's on the item. Ballots shall be approved by Constitution and Bylaws committee), signs, registration materials, etc. Resolutions of appreciation for VIPs, guests and other appropriate individuals shall be prepared.
- c. The staff shall be responsible for the seating at all convention meals and for the order of the grand march. Copies of these arrangements shall be sent to the host convention committee at least two weeks prior to the convention. Reference shall be made to the MD-4 Convention Manual for further details.
- d. District entries for the Peace Poster Contest are received at the office and the MD-4 winner should be selected by the Council Chair or designated representative. The winning poster should be forwarded to LCI headquarters prior to the deadline.
- e. Copies of all unpaid invoices and a list of delinquent clubs shall be mailed to each District Governor.

7.7 January

- a. The agenda, activities and meal reservation forms for the third Council of Governors meeting shall be mailed at least 30 days prior to the meeting date. All materials necessary for this meeting shall be prepared. A separate mailing shall be sent to the Adult Companions of the governors and Vice Governor containing the council meeting schedule and convention schedule, a memo outlining the dress code for the various functions, and a special invitation to the Adult Companion's reception for the International President's wife.
- b. Preparations for the convention shall be completed.
- c. Flags and the certification box are to be shipped/trucked to the convention site.
- d. W-2 forms and quarterly employment tax returns must be prepared and taxes that are due shall be paid.
- e. Complete all club per capita tax invoices and statements as soon as the December 31st international membership report is received. Invoices should be mailed to club secretaries immediately following the convention.
- f. The delegate notebooks shall be updated and prepared for the MD-4 convention. Ballot material shall be prepared and a draft sent to the Constitution and Bylaws Committee for approval prior to printing.

7.8 February

- a. The third Council of Governors meeting is held immediately preceding the convention.
- b. Arrange for the return of flags and registration materials back to the office following the convention.
- c. After the third council meeting and the convention, ballots from the convention are to be counted and verified. All instructions and requests from the council shall be completed. The summarized minutes of the third council meeting and the convention business sessions are to be prepared and mailed together within 45 days.
- d. Invoices shall be mailed to club treasurer on February 15th.
- e. The office staff may assist the Council Chairperson in mailing material pertaining to the candidacy for Council Chairperson, to the District Governors and vice District Governors.

7.9 March

- a. The first payment of district dues for the second billing period shall be mailed to District Governors on March 1st and on the 1st of each month following. The amount of the check is based on the number of members paid during that month. A copy of the district report and a list of the clubs paid to date shall be mailed with the check.
- b. Preparations for Governors-elect and 1st and 2nd Vice Governor-elect shall begin, which shall include appropriate mailings of pertinent information, including the International Convention.
- c. General information about MD-4 shall be sent to all vice District Governor candidates along with a copy of the MD-4 directory.
- d. A letter shall be sent to council members informing them of which committee appointments will need to be made at the June meeting.
- e. No later than April 1 a mailing shall be made to all past District Governors requesting an update in their personal information as contained in the MD-4 database.
- f. MD-4 Excellence Awards and certificates shall be prepared and mailed to each District Governor prior to their district convention.
- g. Lions jacket emblems for each new governor and vice governor shall be ordered from International the first week in March along with a Council Chair pin and past Council Chair pin and name badges.

7.10 April

- a. The Governors-Elect shall be requested to provide the staff with their district information needed for the new MD-4 Directory. This shall include: *All Cabinet members Title, Name, Address, Email, All applicable phone numbers, i.e. Residence, Cell, Business and/or Fax as well as the clubs in their respective areas.*
- b. The office staff shall begin entering new district information for the MD-4 directory. The layout of the directory must be completed and delivered to the printer no later than July 1.
- c. A proposed agenda is to be prepared for the joint council meeting and copies sent to the Executive Committee for their approval. An outline of the orientation seminar shall be included.
- d. Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.
- e. Revisions to the Vice District Governor manual and the Adult Companion (A.C.) Handbook should begin, with completion no later than the end of May. The Council Chair's A.C.. should participate in revisions to the A.C.. Handbook.

7.11 May

- a. The agenda and activities and meal reservation forms for the June Council of Governors meeting shall be posted at least 30 days prior to the meeting date.
- b. All appropriate meeting materials shall be prepared, including folders for the governors-elect as well as the council and vice governor. A PDF of these materials will be e-mailed to the attendees.
- c. Temporary name badges for the Vice Governor-elect and A.C.'s shall be prepared.

7.12 June

- a. The June Council of Governors meeting is held along with the orientation seminar for governors-elect and Vice Governor-elect. The orientation shall include a workshop for both groups on office procedures and MD-4 operations.
- b. Following the council meeting all instructions and requests received from the council shall be completed. Within 45 days following the meeting the summarized minutes shall be prepared and mailed.
- c. A new gavel, engraved with the new Council Chair's name shall be ordered. New name plates and badges for the 2nd vice District Governors shall also be ordered.
- d. New committee charts shall be prepared reflecting new appointments and a copy shall be included with the summarized minutes of the June meeting.
- e. Final layout for the MD-4 directory should be completed (including any Constitution or bylaw change) and printed in July for distribution at the August council meeting.

- f. A proposed agenda is to be prepared for the first council of governors meeting and sent to the Executive Committee for approval.

7.13 July

- a. Preparation for the council of governors' organizational meeting shall begin.
- b. The MD-4 database shall be completed with club presidents and secretaries; to be completed by August 1st.
- c. Treasurers' addresses are to be obtained from LCI and are to be updated in the accounting program.
- d. Club per capita tax invoices and statements for the first billing period shall be prepared and mailed to the club treasurers as soon as the June 30th MMR (Monthly Membership Report) is available from international.
- e. Minutes of the June council meeting shall be posted on the MD-4 Web site and mailed by request to meeting attendees.
- f. Quarterly employment tax returns must be prepared and filed and taxes that are due shall be paid.
- g. An inventory of all office supplies shall be conducted for audit purposes at the end of July.

CHAPTER 8

MD-4 EXCELLENCE AWARD

8.1 Criteria

- a. To be considered for this award, the nominee must be a Lion in good standing in a club in good standing from a district within Multiple District Four.
- b. The Lion must show great leadership ability and demonstrate that ability in thought and deed.
- c. A nominee shall have exhibited leadership by taking initiative with projects for their club and district.
- d. The Lion must have demonstrated dedication to the Lions organization and served as a role model for all Lions.
- e. Consideration for nomination must be given to lifetime achievements of the candidate as well as to the candidate's attitude toward Lionism.

8.2 Procedures

- a. Two (2) awards for each district with of up to 1,200 members, three (3) awards for districts with over 1,200 to 2,000 members and four (4) awards for districts with over 2,000 members as recorded on December 31. (Amended 2/4/10)
- b. A Lion will receive the award only one time. The award would be presented at the district's annual convention by a current MD-4 District Governor on behalf of the multiple district.
- c. Nominations for this award may come from clubs or the district cabinet and shall be in writing. Each nomination will contain full justification for the award, showing that the nominee is the most deserving available and that the nominee meets the criteria for the honor.
- d. The district cabinet will review all nominations and select the recipient(s) at a regularly scheduled meeting of the cabinet. The selection shall require a majority of votes cast of the cabinet members present. The decision of the district cabinet shall be final. The name(s) of the district recipient(s) shall be submitted to the Council of Governors no later than the February Council of Governors meeting.
- e. The District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer and the Immediate Past District Governor shall be ineligible for this award.
- f. The Multiple District Four Excellence Award medals will be made available through the MD-4 office. The award will consist of a medallion to be hung from a presentation ribbon and a resolution of appreciation issued by the Council of Governors. Each district will purchase the appropriate number of awards from the MD-4 office each year.

CHAPTER 9

STUDENT SPEAKERS CONTEST

1. The Student Speakers Contest is a multiple district wide project with approximately 550 Lions clubs participating annually. The Council selects the contest topic each year upon recommendation by the Student Speakers Committee.
2. The rules and procedures for the contest are contained in the "Student Speaker Contest Handbook". These rules and procedures may be revised from time to time by the Student Speakers Committee and/or the Council.
3. Each participating club appoints a Contest Chair to conduct the club level contest. The cash awards at the club level are the responsibility of the club. The Zone and Region Chairperson conduct the zone and region level contests in each district. The district provides the cash awards at these levels; Club contest: Winner \$100 and each finalist \$25; Zone contest: Winner (only) \$125 Region contest: Winner (only) \$175
4. The District Student Speaker Chair appointed by the District Governor conducts the district level contest. The scholarship award at this level is provided by the Student Speakers Foundation.
5. Each of the four area members of the Student Speakers Committee is responsible for arranging and conducting their area level contests. The scholarship award for the four area winners is provided by the Student Speakers Foundation.
6. The final contest is held during the June Council of Governors meeting. The site for this meeting rotates among each of the four constitutional areas. The Chair of the Student Speakers Committee, with assistance from the other committee members and the hosting District Governor, arranges for and conducts the final contest. The scholarship awarded for the final contest winner is provided by the Student Speakers Foundation.
7. The MD-4 office staff prepares all of the contest materials with direction from the Student Speakers Committee and the Council of Governors. The material is mailed to a participating Lions club upon receipt of the "Club Participation" card. Zone, Region, District and Area level chairs also receive appropriate materials for their level contests.

CHAPTER 10 MISCELLANEOUS

10.1 Action

No action taken by the Council of Governors or any standing committee shall be valid unless such action is in compliance and in conformity with the Constitution and Bylaws of Multiple District Four.

10.2 Policy

No policy affecting the activities of the Council of Governors or any standing committee or any of the sub-districts shall be valid unless in compliance and in conformity with the Constitution and Bylaws.

10.2 (A) Harassment Policy Statement

Employees have the right to a work place that is free from harassing, abusive, disorderly, and disruptive behavior. Such behavior by employees (including those in management positions), vendors, suppliers, customers or other non-employees of Multiple District Four with whom employees interact is prohibited. Harassment includes, but is not limited to, slurs, jokes, teasing, or name-calling directed at one of the categories listed below. The Council of Governors will not tolerate harassment and will promptly investigate and address all reported allegations, including taking appropriate disciplinary actions. The Council will not permit retaliation against an employee for filing complaint(s) of harassment or cooperating in a harassment investigation.

- a. Prohibited Categories include:
 - i. Race
 - ii. Religious Creed
 - iii. Color
 - iv. Condition
 - v. Ancestry
 - vi. Physical disability
 - vii. Mental Disability
 - viii. Medical condition
 - ix. National origin
 - x. Sex (including gender identity)
 - xi. Sexual orientation
 - xii. Age
 - xiii. Pregnancy, Child birth
 - xiv. Marital status
- b. Sexual Harassment is against the law
 - i. Sexual Harassment is illegal. It is a form of sex discrimination forbidden by Federal and State Law.
 - ii. Retaliation against any employee reporting harassment is also illegal.

- iii. Ref: Title VII of the Civil Rights Act of 1964
The California Fair Employment and Housing Act
- c. Equal Employment Opportunity Commission defines sexual harassment as:
 - i. “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - ii. (when) rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
 - iii. (when) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
- d. Two Types of Illegal Sexual Harassment
 - i. Quid pro quo examples
 - 1) Offering employment benefits or giving preferential treatment in exchange for sexual favors
 - 2) Retaliating against or getting back at someone who turns down sexual advances.
 - ii. Hostile Work Environment
 - 1) A hostile work environment harassment occurs when offensive conduct is severe or pervasive enough to alter the conditions of an employee’s job and create an abusive working environment.
 - 2) Examples:
 - a) Visual conduct
 - b) Verbal conduct
 - c) Verbal sexual advances or propositions
 - d) Verbal abuse of a sexual nature
 - e) Obscene or sexually oriented correspondence
 - f) Physical conduct

10.2 (B) How Do You Recognize Sexual Harassment?

- a. A Reasonable Person Standard
 - i. Some factors to determine a hostile work environment
 - ii. Frequency of discriminatory conduct
 - iii. Severity of that conduct
 - iv. Whether the conduct is physically threatening or humiliating or a minor offensive utterance
 - v. Whether it unreasonably interferes with an employee’s work performance
 - vi. Psychological harm
- b. A practical self test
 - i. **Question #1:** Would you feel uncomfortable or embarrassed telling your Adult Companion, parent, teenage or older child that you engaged in the conduct or activity?

- ii. **Question #2:** Would you feel uncomfortable, distressed, angered, or embarrassed if your Adult Companion, parent, or teenage or older child told you that he or she was subjected to the conduct or activity?
- iii. **Question #3:** Would you feel uncomfortable or embarrassed testifying under oath in a courtroom, before a judge and jury, that you had engaged in the conduct or activity and see nothing wrong with it, with your own pocketbook on the line?

10.2 (C) Who Harasses? Who Are the Victims?

- a. Harassment can occur between members of the same sex or of the opposite sex.
- b. Harassment can involve anyone in the workplace, including fellow employees, supervisors or managers, customers, contractors, visitors, vendors, or others.

10.2 (D) Complaint Procedures

Do not assume the Council is aware of your harassment problem. It is your responsibility to bring your complaints and concerns to the attention of the Council Chair and/or Vice-Chair(s) at the earliest possible time, so that they can help resolve the problems.

All employees are responsible for keeping our workplace free of harassment. Any employee who experiences or observes conduct which he or she believes constitutes harassment or retaliation should report this problem to their immediate supervisor or the Council Chair and/or Vice-Chair(s) at the earliest possible time.

These different means of reporting complaints are provided so that an employee does not have to deal directly with the person whom the employee believes engaged in inappropriate conduct. All complaints will be investigated impartially, promptly, thoroughly and in as confidential manner as possible. Employees are expected to cooperate in the investigative process. When the company determines that a violation of this policy has occurred appropriate disciplinary action, up to and including termination, will be taken. In the event of a non-employee found to be in violation of this policy, sanctions can be imposed against the offender. The Council will not permit retaliation against an employee for filing complaints of harassment or cooperating in a harassment investigation.

10.3 Substance Abuse Policy

Purpose

Alcohol and drug abuse rank among the major health problems in the United States. Our employees are our most valuable resource, and their safety and health is of paramount concern. We are committed to providing a safe working environment to protect our employees and others; to provide the highest level of service; and to minimize the risk of accidents and injuries.

General Expectations

Each MD-4 employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of controlled substances, prescription drugs, or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have adopted a policy that all employees must report to work and, while at work or engaged in work-related activities, remain completely free from the effects of drugs and alcohol. This policy includes pre-hire and reasonable suspicion testing.

Drug Use / Distribution / Possession / Impairment Prohibited

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on MD-4 property (including parking areas and grounds), or while otherwise performing their work duties away from MD-4. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any illegal or unauthorized controlled substances in their system while at work, and from having excessive amounts of otherwise lawful controlled substances in their system. This policy does not apply to the authorized dispensation, distribution, or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

Alcohol Use / Distribution / Possession / Impairment Prohibited

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, all employees are prohibited from having alcohol in their system while at work or on duty.

Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Also, because the use of prescribed medication can adversely affect an employee's ability to perform work safely employees must report the use of prescription or over-the-counter medications that may impair job performance before performing any work. MD-4 will then determine whether the employee can safely perform his or her job duties.

Notification of Policy Violations

Employees who observe, or otherwise have reason to know that a co-worker appears to be unable to perform his or her job duties in a safe and competent manner, presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, should promptly report the fact to the current Multiple District Council Chair.

Testing

MD-4 requires all job applicants to submit to a drug test. Refusal to submit to or a positive confirmed drug/alcohol test may be used as a basis for refusal to hire the applicant.

Furthermore, MD-4 may require an employee to submit to, drug/alcohol tests whenever MD-4 has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a workplace or vehicular accident.

Discipline

Violation of this policy or any of its provisions may result in discipline, including termination of employment.

Enforcement

In order to enforce out policy and procedures, MD-4 may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, or other appropriate tests. Employees will be subject to discipline, including termination, for refusing to submit to screening or for failing to execute consent forms when required by the current Multiple District Four Chair.

Positive Test Results for Prohibited Substances

All employees who test positive in a confirmed substance test will be subject to discipline, including termination. For purposes of this policy, refusal to submit to an drug/alcohol screen will be treated as a positive test result.

(Sample Employee Agreement form follows chapter 10)

10.4 MD-4 CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help District Governors, officers, and agents of Multiple District Four of Lions Clubs International identify situations that present potential conflicts of interest and to provide the Multiple District with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a District Governor, officer, or agent has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All terms are defined in Part 2 of this policy.

- a. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 1. Outside Activities.
 2. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
- b. A Conflict of Interest is any circumstance described in Part 1 of this Policy.-

- c. A Responsible Person is any person serving as an officer, agent, or member of the Council of Governors of Multiple District Four.
 - d. A Family Member is a Adult Companion, parent, child, or Adult Companion of a child, brother, sister, or Adult Companion of a brother or sister, of a Responsible Person.
 - e. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The Council may wish to establish an amount that it would consider to be a "material financial interest.")
- a. A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable Foundation by Multiple District Four. The making of a gift to Multiple District Four is not a Contract or Transaction.
 - 1. Before Council or committee action on a Contract or Transaction involving a Conflict of Interest, a District Governor, officer or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose anything material to such Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
 - 2. A District Governor, officer or committee member who plans not to attend a meeting at which he or she has reason to believe that the Council or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the Council Chair or chair of the meeting all facts material to the Conflict of Interest. The Council Chair or chair of the meeting shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
 - 3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Council's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
 - 4. A person who has a conflict of Interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
 - 5. Responsible persons who are not members of the council of governors of multiple district four, or who have a conflict of interest with respect to a contract or transaction that is not the subject of council or committee action, shall disclose to the Council Chair or the Council Chair's designee any conflict of interest that such responsible person has with respect to a contract or transaction. Such disclosure shall be made as soon as the conflict of interest is known to the responsible person. The responsible person shall refrain from any action that may affect multiple district four's participation in such contract or transaction.

6. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Council Chair or the Council Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- b. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Multiple District Four. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Multiple District Four for the personal profit or advantage of the Responsible Person or a Family Member.
 1. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 2. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit Foundation, or ownership of a business that might provide goods or services to Multiple District Four. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Council Chair, the Executive Committee, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
 3. This policy shall be reviewed annually by each member of the Council of Governors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

10.5 MD-4 Document Destruction and Retention Policy

Purpose

Information is an important asset. The Document Destruction and Retention Policy outlines procedures for retaining, storing and destroying documents. It applies uniformly to documents retained in either paper or electronic format. The procedures that pertain to the retention and destruction of e-mail documents mirror those of documents in other electronic formats as well as paper documents.

- a. Documents to Be Retained
- b. Procedures for Document Storage
- c. Documents attached to and transmitted by e-mail should be stored in machine-readable format in their appropriate client folders in our electronic document management system. E-mail messages that actually contain information pertinent to the completion of a tax return or financial statement should be copied in PDF or another machine-readable format and included in the source documents folder. E-mail messages not saved for filing in the correspondence file or other appropriate folder are deleted.

- d. Retention Periods Appendix A presents a schedule for how long we retain our accounting records. Retention periods commence immediately following the date of the financial statements or the tax year in the case of tax returns and work-papers.
- e. Destruction and Control
- f. Destruction of documents is as important as storing them. Paper documents not retained in our files should be shredded or incinerated if they contain confidential information or sensitive data. Any paper bearing a Social Security number, Federal identification number or donor's name should be destroyed in this manner, never just dropped into a trash can or bin.
- g. It is the policy of Multiple District four to destroy electronic documents by deleting them from the medium on which they are stored and then purging the medium according to a schedule; see Appendix A. A list of files destroyed will be maintained permanently. If we learn that a government agency is conducting an investigation into a donor or that private litigation is pending or threatened (even if Multiple District Four is not directly involved), we will retain all relevant records, even if they are slated for destruction under this policy and even if no request has been made for them.

10.6 MD-4 Whistleblower Policy

General

The Sarbanes-Oxley Act requires all organizations to establish procedures, in accordance with Section 301 of the Act, for:

- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.

Though the Sarbanes-Oxley Act only applies to for-profit organizations, as a matter of best practices, there is value for non-profit organizations to voluntarily comply with these provisions.

Reporting Responsibility

Each District Governor, Vice District Governor, volunteer, agent and employee of Multiple District Four has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of Multiple District Four's policies (hereinafter collectively referred to as Concerns).

Authority of Budget and Audit Committee

All reported concerns will be forwarded to the Budget and Audit Committee or to the Council Chair in accordance with the procedures set forth herein. The Budget and Audit Committee or Council Chair shall be responsible for investigating, and making appropriate recommendations to the Executive Committee, with respect to all reported Concerns.

No Retaliation

This Whistleblower Policy is intended to encourage and enable District Governors, Vice District Governors, volunteers, and employees to raise Concerns within Multiple District Four for investigation and appropriate action. With this goal in mind, no District Governor, Vice District Governor, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a District Governor, Vice District Governor volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting Concerns

Employees/Agents

Employees and agents should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Council Chair. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her concern directly to the Council Chair.

If the Concern was reported verbally to the Council Chair, the reporting individual, with assistance from the Council Chair, shall reduce the Concern to writing. The Council Chair is required to promptly report the Concern to the Chair of Budget and Audit Committee, which has specific and exclusive responsibility to investigate all Concerns. If the Council Chair, for any reason, does not promptly forward the Concern to the Budget and Audit Committee, the reporting individual should directly report the Concern to the Chair of the Budget and Audit Committee. Concerns may be also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Council Chair.

District Governors, Vice District Governors and Other Volunteers

District Governors, Vice District Governors and other volunteers should submit Concerns in writing directly to the Council Chair.

Handling of Reported Violations

The Council Chair shall address all reported Concerns. The Council Chair shall immediately notify the Chair of the Budget and Audit Committee of any such report. The Chair of the Budget and Audit Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Council Chair and/or the Budget and Audit Committee, and appropriate corrective action will be recommended to the Executive Committee, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The Council Chair and the Chair of the Budget and Audit Committee have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of Concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

10.7 Contracts

Any and all contracts entered into for and on behalf of Multiple District Four shall have the prior approval of the Council of Governors and be in writing signed by the Council Chair or the Office Manager, if within the scope of his or her authority.

10.8 Scrapbook Contest

The Vice District Governors A.C's, in attendance, shall judge the Scrapbook Contest at the first Council meeting after the International Convention. The following rules for judging shall be followed:

- a. Only winners of the individual District level contest shall be eligible. District's or Club President's scrapbook or yearbook may be entered in the contest.
- b. The President's year shall begin with his/her election and will end on June 30th the following year.
- c. There will be three awards for the MD-4 contest: a winner and two honorable mentions. Awards will be presented at the MD-4 Convention the next February.
- d. Maximum cover size of book shall be: 19" x 25"
- e. Lions, not professionals, shall have prepared book.
- f. The scrapbook will be divided and judged in eight categories in the following order:
 - i. Organization and table of contents (h); general appearance (c)10 points
 - ii. Local community service20 points
 - iii. District service activities15 points
 - iv. MD-4 activities10 points
 - v. International activities10 points
 - vi. Youth activities10 points
 - vii. News media coverage15 points
 - viii. Club social activities10 points
 - ix. Total100 points
- g. Each section must be tabbed for ease of judging and comparison
- h. The scrapbook will be identified as to the club and the district with names of club officers and scrapbook chairperson on the first page, before the table of contents.
- i. The only photos to be considered in judging will be those telling a story of a project, etc. Other pictures will be judged on the general appearance of the book.
- j. Scrapbooks are to be displayed in the same order as their evaluation forms, by district.
- k. No other Lions will be permitted in the room while judging is in progress.
- l. Two (2) hours or more will be allowed for the judging of the yearbooks.
- m. As this book is a year's history of the club, it should be prepared in such a manner as to be interesting, informative and a book the president will be proud to receive as a tribute to his/her leadership of the year.

10.9 Lions Clubs International Foundation (LCIF) Committee

- a. Each District Governor shall appoint a District LCIF Chairperson.

10.10 Endorsements

- a. No endorsement of a Multiple District Four sponsored project or endorsed movement shall be construed as creating any agency relationship with, or financial responsibility on behalf of Multiple District Four.

10.11 Amendments

- a. This policy and procedures manual may be amended by a majority vote of the Council of Governors at any council meeting.
- b. The policies stated in this manual, having been adopted by the Council of Governors, shall be published annually.

**MULTIPLE DISTRICT FOUR
CALIFORNIA LIONS CLUBS
INTERNATIONAL**

Convention Manual



A guide for
Bidding and hosting
The Annual MD-4 Convention

Prepared by the MD-4 Convention Management Committee

AMENDED AUGUST 2012

SECTION 1

GENERAL INFORMATION

The Multiple District Four Convention is held each year beginning on the first Friday in February and ending on the following Sunday provided, however, that for good and sufficient reasons the Council of Governors by a two-thirds vote may hold the convention one week prior or one week later in any given year. The Mid-Winter Council of Governors meeting is usually scheduled for the day immediately preceding the convention. The Convention Host Committee in coordination with the Convention Management Committee is responsible for all activities beginning on this first Friday through the entire convention while the hosting District Governor is responsible for all arrangements for the council meeting. Obviously, coordination between the Governor, host committee, Council Chair, MD-4 office manager and convention management committee is essential.

Any Lions club or clubs can bid to hold an MD-4 convention in their district. The bids must be in writing and must be submitted between July 1st and October 1st, three years in advance of the date of the convention. For specific information on bidding, timetables, documents, etc. please refer to Article VIII Section 1 of the constitution in Section 10. All bids are received by the MD-4 Convention Management Committee who certifies that they are complete and were received within the time limitations. The Council of Governors approves qualified bids for the ballot. The delegates from MD-4 vote on the final selection of the site.

Any club or clubs who wish to submit a bid must have the cooperation of their local Convention Visitors Bureau and/or a suitable headquarters hotel with convention facilities. Part of the written bid requires information on the number of rooms available, room rates, meeting room facilities, etc. A Convention Bureau cannot submit a bid to host the MD-4 convention independent of the local Lions clubs.

Since hosting an MD-4 Convention requires extensive planning, time and energy on the part of the local Lions clubs and district, it is suggested that anyone thinking about bidding contact other districts and clubs who have recently hosted a convention. You may also contact one of the members of the MD-4 Convention Management Committee for details as to what this commitment will involve. The MD-4 office will be able to give you the names and phone numbers of people to call.

A typical MD-4 Convention will have between 500 and 800 in attendance. The peak days for the convention are Friday and Saturday. The hotels will need to have a minimum of 400 rooms both Friday and Saturday nights to accommodate the delegates. Attendance at meal functions will range from 400 to 800 for the international luncheon on Saturday. On Saturday the Council of Governors will hold the convention business session in the morning with forums and seminars scheduled for the afternoons. A minimum of eight to twelve different size rooms will be needed FOR MEETINGS AND SEMINARS as well as a large area for exhibits.

The best way to learn about an MD-4 Convention is to attend one! The members of your Lions club should do this before you actually submit a bid.

1.1 Convention Room Requirements

The convention facilities selected should be able to provide the following minimum requirements for meeting room space, rooms for meals and the business session.

1.2 Meals

All meals are set banquet style with rounds usually seating 8 to 10 per table. At the Saturday luncheon, there must be space at the head of the room for a large head table. The head table must seat 40 people with a lectern in the middle. This platform is usually on a riser that is 3 to 4 feet off the ground.

Generally, a hotel or convention center floor plan with square footage information will estimate the number of people for a banquet style set up. Because of the large head table required for the MD-4 convention, this takes space away from the estimate. Please keep this in mind in reviewing facilities.

The largest meal during the convention is the Saturday lunch. The room for this event should hold a minimum of 900 persons. This room should not be the same area that is used for the business session.

1.3 Business Session

There is a business session during the convention on Saturday morning. The session includes a flag ceremony of approximately thirty minutes and the memorial service as well as all appropriate committee and foundation reports.

The room selected for the business sessions should accommodate a minimum of 800 theater style. There is a small, head table for the Council of Governors that is usually set up on a riser/platform. This set up should allow seating for 20 with a lectern in the middle. Adequate seats in the front of the room should be reserved for past international officers, Vice Governor and Adult Companions.

1.4 Seminars

Friday and Saturday afternoons a number of concurrent seminars are held. These vary in size from 25 to 30 people to as many as 150. Most are set up either classroom style or theater style and require a minimum of one microphone and a small head table with the appropriate number of chairs. Additional audio-visual equipment may be requested by some of the presenters. Reports of the seminars and numbers attending should be reported to the Council of Governors.

There should be a minimum of eight to twelve rooms available for seminar use on each of the two days. The majority of rooms should hold 35-45 people with several available for larger groups.

1.5 Typical Events Schedule

	Friday	Saturday	Sunday
7:00 am		Breakfast optional	Voting
8:00 am	Leadership seminars Registration Credentials/Certification Lions Goods Store	Business session Registration Credentials/Certification Lions Goods Store Youth Symposium	
8:30 am			Brunch (500)
Noon	Leadership lunch (600)	International lunch (650 - 900)	
1:30 pm	Board meetings Lions Foundations	District Caucuses (16) Youth Symposium (50-150)	
2:30 pm	Committee Seminars		
3:30 pm	Adult Companion Tea	Special Seminars MD-4 Open Forum	
4:30 pm		Peace Poster Contest Reception Youth Symposium (50-150)	
6:00 pm	No host cocktails	No host cocktails	
7:00 pm	Welcome Dinner (400-600)	Governor's Banquet (400-700)	

Golf and Bowling - Thursday

Please note: The attendance numbers in parenthesis are minimums. Please refer to the manual for a history of convention attendance and adjust the numbers accordingly.

SECTION 2
CONVENTION MANAGEMENT COMMITTEE:
RESPONSIBILITIES and ORGANIZATION

2.1 Responsibilities

Planning, budgeting and programming for all activities of the Multiple District Four Convention and Youth Symposium.

1. Establishing chairpersons and committees for Resolutions, Elections and Credentials.
2. Supporting the local Host Committee in handling official details.
3. Committee to attend the first, second and third meetings of the Council of Governors. The chairperson only is to attend fourth meeting of the Council.

2.2 Organization

1. Fourth year member shall be chairperson of the committee and responsible for making all reports to the Council of Governors, coordinating activities with the MD-4 Office Manager, preparing an agenda for all committee meetings and assigning responsibilities to the sub-committees.
2. Third year member shall be responsible for Resolutions and shall be responsible as vice chairperson.
3. Second year member shall be responsible for Elections at the annual Multiple District Four Convention.
4. First year member shall be responsible for Credentials and act as secretary of the committee.
5. Governor member and first and second vice governor members shall be liaisons between the committee and the Council of Governors. See Policy and Procedures Manual, Chapter 5, for further information.

SECTION 3

HOW TO SUBMIT BIDS FOR CONVENTION

3.1 Request for and submission of bids:

Convention Management Committee Chairperson is to request and review bids, which are to be submitted to the Multiple District Four office, then processed by the committee. All basic bid information shall be submitted in six (6) copies accompanied by the Multiple District Four Convention Bid letter of transmittal.

3.2 Review of bids and site inspection:

Convention Management Committee reviews all bids and reports qualified bids to the Council of Governors. All qualified bidders for a convention shall be eligible to a place on the ballot to be voted upon by the delegates at the next succeeding Multiple District Four Convention. Convention management Chair and/or Council Chair shall inspect the proposed sites prior to submission of bids to the Council of Governors and prior to the execution of any contractual agreement by the host committee.

3.3 Cost of (\$500.00) advance:

Either the sponsoring clubs, regions, zones or district shall pay an advance of \$500.00 into the local committee fund upon submitting a bid for a Multiple District Four Convention. The purpose of this fund is to defray preliminary expenses and expenses of the local committee chairperson in attending conventions, and meetings of the Convention Management Committee and the Council of Governors.

3.4 Form for submission of bid:

See Policy Manual Chapter 5 and the letter of transmittal for details of bidding.

3.5 Local Host Committee Responsibilities

- a. Selection of chairperson and executive committee
 1. Chairperson
 2. Vice chairperson
 3. Secretary
 4. Treasurer
 5. Others
- b. Responsibilities of
 1. Chairperson: See Section 4 (attached) and Constitution and Bylaws
 2. Vice chairperson: See Section 4 planning time table titled "12 months prior"
 3. Secretary: Keep minutes and records of all meetings, copies of which may be requested by the Convention Management Committee AND THE COUNCIL OF GOVERNORS
 4. Treasurer: Keep records of all monies received and disbursed by the local committee
 - i. Money spent to obtain convention bid is not refundable
 - ii. Sufficient bond must be obtained (FOR TREASURER AND CHAIRPERSON)
 - iii. No co-mingling of funds
 - iv. Two signature checks required

- v. Copies of records may be requested by the Convention Management Committee
- c. It will be the responsibility of the local HOST committee and the host governor in conjunction with the MD-4 Council Chair and Office Manager to arrange for the Council of Governors meeting preceding the convention.
- d. (See Section 4--4 weeks prior, item B) THIS MAY INCLUDE A SPECIAL DINNER WITH THE INTERNATIONAL PRESIDENT.
- e. The host governor of pre-convention Council of Governors meeting has the same responsibilities as the host governor of any other Council meeting except that, at his discretion, he may request by letter the assistance of the host committee in planning and hosting the Council of Governors at no financial loss to either MD-4 and/or the host committee.
- f. The local host committee will provide a walk through prior to the opening of the convention, to demonstrate the facilities and to register and certify the District Governors, vice District Governors and past of present international officers.
- g. It will be the responsibility of the local host committee to conduct the convention at no financial loss to Multiple District Four.
- h. It will be the responsibility of the local host committee to arrange for the flag ceremony, which is to be funded by Multiple District Four through the \$10,000 provided to the Host committee.

SECTION 4

PLANNING TIME TABLE

4.1 Planning 36 months prior to convention (January or February):

Local host committee chairperson-designate and representative of Convention Bureau of bidding city shall be in attendance at the Convention to accept award and make announcement of tentative plans. The local chairperson-designate shall meet with the Convention Management Committee immediately following acceptance of award.

4.2 Planning 18 months prior (August):

Local executive committee shall have been formed and the chairperson of the Convention Management Committee so advised so that he may report to the Council of Governors. The chairperson of the Host Committee shall provide a proposed administrative and flag ceremony budget to the Management Committee for their examination and submission to the Budget and Auditing Committee at the August Council of Governors meeting. The proposed budget must be in the possession of the Chairperson of the Management Committee on or before the opening of the August council meeting.

4.3 Planning 15 months prior (November):

Local host chairperson shall submit a written report to the Council of Governors. Report shall provide the name of his executive committee, the headquarters hotel and proposed plans for the convention.

4.4 Planning 13 months prior (January):

All local subcommittees shall have been appointed and their duties and responsibilities established.

4.5 Planning 12 months prior (February):

All key subcommittees should personally be in attendance at the Multiple District Four Convention to observe, take notes, ask questions, and be informed as to the operation of a convention. Prior to the convention, the host committee executive committee may prepare a check list for each person to aid in these observations.

4.6 Planning 8 months prior (June):

Local host committee shall receive, review, analyze and determine action on reports, minute notes and information from the immediate previous local convention committee. Details as to attendance, budgetary items, and effectiveness of various activities should be included in such reports. All these items should be carefully analyzed so that proper plans can be made for the forthcoming convention.

All assignments for local Lions Clubs, regions, zones, or other groups that are to host functions must be established and delineated so that the responsibilities will be wholly recognized.

4.7 Planning 6 months prior (August):

Local host committee chairperson must attend the organizational Council of Governors meeting (August). The first proposed program shall have been prepared listing events, activities and items for business session for review by the Convention Management Committee and report to the Council of Governors.

4.8 Planning 4-5 months prior (Sept.-Oct.):

At the discretion of the Convention Management Committee the local Convention Executive Committee, the two senior members of the Convention Management Committee and the MD-4 Council Chair shall meet with the Convention Bureau representative, or in the case of no Convention Bureau, the headquarters hotel representative to review:

- a. Facilities committed and reservation procedure to be used

- b. Voluntary assistance available to committees from the bureau or hotel.
- c. Steps needed to coordinate activities between local committee and the bureau, including items to be provided by the bureau such as badges, typewriters, personnel, publicity designations: specific room numbers and their locations should be provided for the Credentials, Elections, and Resolutions Committees. This is needed so that these committees can notify the district chairperson.

4.9 Planning 2 months prior (end of October, early November):

Local Convention Chairperson to attend the Council of Governors meeting for final review of convention plans.

4.10 Planning 4 weeks prior:

The following items should be checked by the local host committee:

- a. All convention facilities, meal arrangements, entertainment, assignments of each committee
- b. Final arrangements for meeting of the Council of Governors, including facilities, housing, meals, coffee breaks, etc.
- c. Ballots for elections have been printed by the Multiple District Four office.
- d. Election location established, polling booths and facilities provided.
- e. Registration and credentials certification facilities determined. Include master map showing district designations.

4.11 Post Convention:

Submit financial report in accordance with the financial report in this manual. Must be submitted within 120 days.

4.12 Mailings:

- a. August 15 to September 15: Registration materials to District Governors, Vice Governors, International Officers, Past District Governor, Region Chairperson, Zone Chairperson, Club Secretaries and the MD-4 office indicating convention dates and program highlights.
- b. By November 1: To Club Presidents with notation of prior mailing to Club Secretaries urging action in return of pre-registration forms.
- c. MD-4 office will furnish mailing labels for both of the above mailings.
- d. All mailings shall be by the least expensive method available.

4.13 Program:

- a. October: The second and final draft of the proposed program shall be submitted at the October meeting of the Council of Governors for review by the Convention Management Committee and the Council of Governors.
- b. December 1st and return no later than Dec. 15th: The program must be submitted to the printers and galley proofs obtained. The galley proof shall be mailed/faxed/mailed to the Chairperson of the Convention Management Committee and the MD-4 Office Manager for corrections.

- c. 30 days prior: to the convention, the complete and final proofs shall be returned to the printer for printing.
- d. Copy must be sent to the MD-4 Office Manager AND CHAIR OF THE CONVENTION MANAGEMENT COMMITTEE before final printing.

4.14 TYPICAL AGENDA

For the Host Committee's First General Meeting 11 Months Prior to the
Multiple District Four _____ Convention- _____ Feb. _____
Meeting 7:00 P.M., Tuesday _____

- a. Roll call and introductions
- b. Minutes
- c. Discussion with headquarters hotel representatives
 - 1. Facilities available
 - i. Requisition for convention use
 - ii. Risers for head table to seat: top - 44, lower - 36
 - 2. Room reservations procedures
 - 3. Requirements for complimentary suites
 - 4. Registration facilities
 - 5. Committee meetings, office and work space
 - 6. Corkage fees and any other extra expenses
- d. Discussion with Convention and Visitors Bureau representative
 - 1. Services available
 - 2. Cooperation effort required
- e. Observations of previous MD-4 Convention by committee observers
- f. Activities - Chairperson
 - 1. Council of Governors
 - 2. Committee Appreciation Night
 - 3. Sunday brunch
- g. Entertainment - Vice Chairperson
 - 1. Golf - chairperson - location
 - 2. Bowling - chairperson - location
 - 3. Welcome night
 - 4. Gala Show
 - 5. Governor's Banquet
 - 6. Adult Companions' activities
- h. Budget - Finance chairperson
- i. General
 - 1. Convention theme
 - 2. Distinctive dress
 - 3. Items not on agenda

SECTION 5 CONVENTION FINANCING

5.1 Convention Financing

Financing for the convention comes from two general sources, which are Multiple District Four funds and the Host Committee funds including charges to the attendees. There shall be a restricted convention fund with a minimum balance at the beginning of each fiscal year of \$10,000 to be paid to the Host Convention Committee *upon written request*, to cover administrative convention expenses by Multiple District Four *at the beginning of the fiscal year prior to the fiscal year of the convention*. The MD-4 Host Committee needs to maintain an itemized budget and accounting of MD-4 funds so these funds can be accurately accounted for in the Multiple District Four Audit. All Expenses directly related to the Convention are to be included in the Host Convention Committee's Budget.

The local host committee also needs to develop a budget for all expenses. All expenses must have receipts/invoices for the record.

Multiple District Four will pay Rules of Audit for the Host Committee Chairperson in attending the required Council of Governors meeting to present reports.

Monies advanced by the local sponsoring club(s) may be used to pay for some of the local committee administrative expenses. The remainder of the funds for these administrative expenses will come from registration fees or Multiple District Four funds.

Following the convention, after all bills and accounts have been settled, any surplus money remaining from convention registration fees or other income shall be allocated as follows:

- a. The first \$5,000 goes to the host committee sponsoring club(s).
- b. The next \$10,000, plus any additional amounts that were advanced by Multiple District Four in support of the convention, shall be returned to Multiple District Four in reimbursement of the funds advanced by Multiple District Four to the local sponsoring District or club(s); and
- c. Any amounts above those allocated under sub-paragraphs (a) and (b) above shall be divided equally with one half (1/2) going to the local sponsoring District or club(s) and one half (1/2) going to Multiple District Four.

The local committee must make a full financial report available to the Multiple District Four office within 120 days after the close of the convention. The report, accompanied by a check to MD-4 representing the distribution of excess profits, will include attendance figures at each meal function, seminars and symposiums, total registrations, certifications and election results.

5.2 Insurance:

Liability insurance must be provided. This is available through the blanket policy held by the International Association of Lions Clubs. The host committee should write the legal counsel of Lions International office, 300 22nd Street, Oak Brook, IL, 60521 requesting necessary documents to indicate coverage for the convention. A copy of all correspondence should be sent to the Multiple District Office Manager and to the chairperson of the Convention Management Committee.

It is recommended that a supplemental policy be obtained. Lions Clubs International insurance does not cover host liquor liability.

Legal counsel from Lions International has STRONGLY DISCOURAGED animals, other than pets permitted by the hotel and/or dogs trained or in training for handicapped purposes, from appearing at or attending any Lions convention. No other animals will be permitted without prior written approval from the Council of Governors upon recommendation from the Convention Management Committee.

5.3 Budget

The local host committee shall prepare a budget following a standard form including the items listed below. This projected budget must be presented to the Convention Management Committee at the August meeting prior to the convention. It should detail costs and prices to be charged for individual events.

Registration fees for each Lion, Lioness, Leo and Guest will be determined by the Host Committee and Convention Management Committee with the approval of the Council of Governors. Convention Badges are to be issued only upon payment of the registration fee. No fee is charged for minor children attending the convention.

5.4 Local Committee Convention Budget

Administrative Expenses (To be covered by convention registration fees)

- a. Telephone
- b. Secretarial expenses
- c. Office supplies
- d. Decorating
- e. Convention gifts [for the Int'l Guest(s)]
- f. Expenses of committee in attending council of Governor's meetings
- g. Auditing expense

Operating Expenses - covers all the activities of the convention. Each event should be self-supporting. See chart of accounts.

5.5 Chart of Accounts

ACC.NO.	ACCOUNT NAME	NO. COLLECTED	AMOUNT
<u>CASH RECEIVED</u>			
100	Lions registration		
101	Adult Companions & Leos registration		
102	Friday leadership luncheon		
103	Welcome Night Dinner		
104	Saturday breakfast (Optional)		
105	Saturday luncheon		
106	Governors Banquet		
107	Sunday Brunch		
108	Special event		
109	Golf		
110	Bowling		
111	Multiple District Four payment		
112	Lions goods store		
113	Advanced by sponsoring club(s)		
114	Room deposits		
<u>DIRECT COSTS</u>			
		<u>NO. IN ATTENDANCE</u>	<u>AMOUNT</u>
204	Friday Leadership luncheon		
205	Welcome Night Dinner		
206	Saturday breakfast (Optional)		
207	Saturday luncheon		
208	Governors Banquet		
209	Sunday Brunch		
210	Special event		
211	Golf		
212	Bowling		
213	Printing – meal tickets, registration fliers		
214	Lions goods store		
215	Youth Symposium		
216	Room deposits		
<u>EXPENSES</u>			
			<u>AMOUNT</u>
300	Gifts (International President) and door prizes		
301	Supplies		
302	Decorating supplies		
303	Flowers – President’s Adult Companion, tables, corsages/boutonnieres for banquet		
304	Telephone		
305	Secretarial expense		
306	Miscellaneous entertainment		
307	Refunds		
308	Repayment of Host Club(s) advances		
309	Travel expense		
310	Committee expense		

311	Contingencies
312	Distribution of excess
313	Photographer – Group pictures DG/1stVDG/2ndVDG with and without SPSO
314	Hosted cocktails/reception – Saturday night, VIPs
315	Youth Symposium
316	SPSO Reception

5.6 Multiple District Four

Multiple District Four will pay for expenses related to forums and seminars required by MD-4 committees as long as these expenses are within the MD-4 budgeted amounts for that committee in the current year MD-4 budget. Bills/invoices must be presented to MD-4 by the committee and must be signed by the committee chairperson. Rules of Audit shall be paid to the MD-4 Convention Management Committee for their required convention activity.

5.7 Printing and Mailing

The MD-4 office provides mailing labels or an Excel workbook for mail merging to the host committee to use for mailing two sets of registration materials. The first mailing usually takes place August 15 to September 15 to the following groups: club secretaries, past District Governors, past international officers, governors and Vice Governor, cabinet secretaries, zone and region chairs and MD-4 committee members. This is approximately 1,400 pieces of mail. The second mailing will be on or before November 1 to club presidents (approximately 750).

5.8 Delegate Forms

The delegate forms are NOT included in the registration packet. The delegate forms, along with the proposed amendments to the MD-4 constitution and the proposed MD-4 budget are printed and mailed from the MD-4 office 45 days prior to the opening of the convention (according to the policy manual). This material is usually mailed between December 15 and 20. The completed delegate forms are returned to the MD-4 office. The host committee does not need to be concerned with this aspect of the convention.

The credential forms used for registering delegates and for voting are printed by the MD-4 office and transported to the convention where they are given to the Convention Management Committee. This committee sets up a separate area to register delegates. This function is not a responsibility of the host committee other than providing adequate space at the headquarters hotel for registering and certifying delegates and for storage of election and credential materials.

5.9 Convention Program

The official convention program is written and printed by the host committee with the approval of the Council Chairperson and the MD-4 office. Drafts of the program must be mailed, faxed or emailed to the MD-4 office, the Council Chairperson and the MD-4 Convention Management Committee, prior to the final draft going to the printer. Pictures of the Council of Governors and the International President for the convention program are provided by the MD-4 Office and should be returned immediately after the printing is completed.

5.10 Resolutions

The MD-4 office prepares resolutions of appreciation for those individuals listed in section 8 of this manual. If there are other Lions who worked with the host executive committee deserving of special recognition, the host committee may ask the convention secretary to prepare special resolutions.

5.11 Audio-Visual Expenses

- a. MD-4 pays for the expenses of audio-visual equipment in conjunction with any seminar conducted by an MD-4 committee.

These include:

1. Membership
2. Leadership
3. Lions Youth Outreach (Leos and Quest)
4. Public Relations
5. Student Speakers Committee
6. Youth Exchange Committee
7. Other Required Committees.

These charges may be placed on a master bill for the convention and identified by the committee using the equipment. MD-4 will remit a single check to the host committee for all appropriate charges.

- b. All other seminars conducted by organizations that are endorsed projects of MD-4, such as City of Hope, Lions Project for Canine Companions for Independence, Wilderness Camp, etc. are the expense of that organization. Each group should be billed accordingly.
- c. MD-4 arranges and pays for the shipping of the flags to the convention center. The exact shipping address should be given to the office at least one week prior to the date when the flags must arrive at the convention site. The host committee is responsible for arrangements for storage and should coordinate with appropriate authorities at the convention location.

SECTION 6

HOUSING

6.1 Convention Housing

- a. Housing details should be monitored and administered by a knowledgeable Lion in order to effect proper coordination and recognition of delegates and visiting dignitaries.
- b. Room deposits should be required - minimum of one night's lodging per room. (most hotels require)
- c. Complimentary rooms - minimum of five (5) suites or rooms at headquarters hotel required.
 1. International guest
 2. MD-4 International officer or board member
 3. Chairperson, Council of Governors
 4. Local chairperson of the convention
 5. Host District Governor.
- d. At the second meeting (October or November) of the Council of Governors, the governors should be requested to make firm reservations for themselves on forms provided by the local host committee. This procedure will allow the local committee to provide convenient housing arrangements.
- e. All hotel reservations will follow international protocol in the assigning of rooms:
 1. International Officers
 2. PIDs
 3. Council Chairperson
 4. District Governors
 5. Vice District Governors
 6. PDGs
 7. MD-4 Office ManagerThe remainder shall be on the basis of first come, first served.
- f. Reservations must be for individuals and must be accompanied by a room deposit. Block reservations or reservations in blank should not be accepted.
- g. The local Housing Committee shall provide an information booth in the registration area.
- h. Total room nights should include information from all hotels.

6.2 Hospitality rooms

The host committee should recognize requests from districts, regions or zones and specific clubs for hospitality rooms. Efforts should be made to supply these in an area near the convention center or in the headquarters hotel. Information of hospitality rooms' locations should be made available at the registration area and convention center.

The local host committee should check with the hotel on corkage fees, if any, and make sure this item is clearly specified in the written contract. Violations are the responsibility of individual hospitality room hosts and that host committee.

6.3 Candidates for International Office

In a year when an election for international officer takes place, the selection of rooms/suites for the candidates is done by the Convention Management Committee. The Committee, working in conjunction with the headquarters hotel and the candidates, will use a fair and equitable method to assign rooms to each candidate. The candidates may NOT request rooms directly through the hotel nor may they reserve blocks of rooms for their campaign committees without the knowledge and approval of the Convention Management Committee.

SECTION 7 PROTOCOL

7.1 Protocol

The MD-4 Protocol Chairperson (the Seated International Director or the most recent past International Director), under the direction of the Council of Governors, shall oversee protocol at the MD-4 convention as outlined in the MD-4 Policy Manual, Chapter 2. The MD-4 Protocol Chairperson, assisted by the MD-4 Office Manager, shall work with the local Host Committee on arrangements for transportation, meals, seating, introductions, escorts to functions and any other matters pertaining to visiting International guests.

7.2 International guest

- a. On behalf of the Council of Governors, the MD-4 Office Manager shall invite the international guest for each convention. This invitation shall be directed to the international guest with copies to the chairperson of the Convention Management Committee and to the itineraries department of Lions Clubs International in Oak Brook.
- b. Any other official guests to the convention shall be by invitation of the Council of Governors.
- c. THE HOST COMMITTEE SHOULD PROVIDE A GIFT TO THE International guests in recognition of their appearance as a guest of the convention. No gifts are required for guest speakers.
- d. THE HOST COMMITTEE SHOULD PROVIDE Flowers and/or fruit should for International guests as welcoming items in their room on arrival at the convention.
- e. The Council Chairperson, two Vice-Chairperson, host Governor and other VIPs should accompany the host committee in picking up the international guests at the airport and escorting them to the hotel.
- f. The international guests should be introduced at each event according to their rank and Lions International protocol.

7.3 Meals

- a. The head table should be introduced once on Saturday by the presiding officer at the designated function. Past and current International officers should be introduced at each meal function.
- b. The MD-4 office does seating charts for the head table where the Council of Governors, speakers, and International/past international officers are seated. These seating charts are sent to the host committee prior to the opening of the convention so that the appropriate number of place settings can be set for each meal. Place cards are made by the MD-4 office and set out prior to each meal.
- c. There may be a head table on an elevated platform at the head of the banquet room for the Saturday International lunch. It is used for the Council of Governors, International President and Director and speaker. This generally seats up to 40 people with a desktop or standing lectern in the middle. Past international officers from MD-4 may be asked to host tables for vice District Governors.

- d. The Host Committee in coordination with the MD-4 office and under the direction of the Protocol Chair will reserve seating for all council members and dignitaries. The Vice District Governors are seated at reserved, round tables immediately in front of the head tables. Nine tables should be reserved with large, visible signs stating, "Reserved". The MD4 Office Manager will reserve the tables needed. The host committee should insure that these tables are reserved.
- e. For convention meals where a head table will not be used, an appropriate number of reserved tables should be identified to accommodate the Council Chairperson, International Officers, Past International Officers, the Council of Governors and Vice Governor. The MD-4 Office Manager will reserve the tables needed. The host committee should insure that these tables are reserved.
- f. Meal expenses for the International President, and if applicable, the candidate for International Vice President and other speakers are the responsibility of the host committee unless special arrangements have been made through one of the MD-4 committees. Speakers invited by the GLT are paid for by the GLT.

7.4 Grand March

- a. Under the direction of the Protocol Chair and in coordination with the MD-4 office, the Convention Management Committee will set the order of marching.
- g. All persons included in the march should be seated at reserved and numbered tables.
- h. All persons in the grand march should wear formal attire.
- i. Only the MD-4 Officers and invited International guest will be included in the Grand March. The order will be as per protocol The Council Treasurer, then the Council Secretary will march in after the District Governors in C-A-L and numerical order followed by Past International Directors, Former International Presidents, International Director (in protocol order). Then the Visiting International Guest with the Council Chairperson and Spouse marching in last in historical custom order as the presiding officer.

SECTION 8

CONVENTION BUSINESS SESSIONS AND RELATED ACTIVITIES

8.1 Convention rules:

Convention rules and procedures shall be submitted by the Constitution and Bylaws Committee at the Fall meeting (October or November) of the Council of Governors so that they may be approved and prepared for inclusion in the program of the convention.

- a. The local host committee along with the Convention Management Committee shall provide an area for pin traders who "MUST BE REGISTERED".
- b. In order to attend any convention meal function or event, an individual MUST BE REGISTERED for the convention. Registration badges should be worn at all times.
- c. No money shall be raised by any person, club, district or organization for any purpose, except that which may be necessary to assist in financing the MD-4 Convention, and then only under the direct supervision of the Convention Management Committee and the local host committee. However, MD-4 endorsed projects or organizations may engage in the sale of promotional items such as pins, caps, tee shirts, etc., within the confines of their approved exhibit booths only, subject to the approval of the Convention Management Committee and the local host committee.

8.2 Business session:

All business meetings, forums, seminars and workshops are to be the responsibility of the Council of Governors.

The Council of Governors shall discuss at the fall meeting of the Council, the forums, seminars and workshops that they want presented at the convention. Details of these and the general business session shall be determined at the fall meeting of the Council of Governors so that they may be included in the program. The selection of presiding officers shall be by direction of the Council of Governors.

8.3 Memorial service:

A memorial service recognizing all PDG's by name and district who have passed away during the preceding year will be held at a time to be determined by the local host Committee and the Convention Management Committee. The local committee shall select a Lion or a committee of Lions to make arrangements for a proper stage setting, instrumental music and inspirational presentation. A cross or any other religious symbol should not be used as part of the ceremony.

8.4 Meetings and Seminars

The local host committee must provide rooms, physical equipment and all the items necessary for the meetings, forums, seminars and workshops. Standing committees and other required committees shall submit plans no later than the fall council meeting for these seminars to the council of governors for approval and to the convention management committee for review and assistance to the local committee for implementation.

8.5 Resolutions of Appreciation:

At each convention, resolutions of appreciation are standard as follows:

- a. International guest and Adult Companion
- b. International Officer and Adult Companion from MD-4
- c. Council of Governors, with recognition to the Chairperson and Vice Chairperson
- d. The local host convention executive committee
- e. The city in which the convention was held, and if a county representative has been present, for the county.
- f. For each speaker who appeared at the convention
- g. For the headquarters hotel and if there is a convention bureau that has done an adequate job, for the bureau.

All speakers and guests are provided with copies of resolutions of appreciation, together with programs of the convention.

Selected resolutions of appreciation shall be read at the Saturday business session of the convention. These shall be prepared by the MD-4 office manager. The resolutions are then printed at the MD-4 office, placed in an appropriate folder and distributed by the host committee, together with a copy of the convention program and other mementos of the convention, to the recipient at the convention.

8.6 Other Resolutions

Any other resolutions to be presented to the delegates must follow the proper procedures outlined in the "Convention Rules and Procedures" adopted by the Council of Governors and printed in the official convention program. Only resolutions that conform to the International and MD-4 constitutions will be presented to the delegates. Only certified delegates may vote on any resolution. (See Article X Sections 1 and 2 of the MD-4 Bylaws.)

8.7 Credentials and Voting

In order for delegates to receive their credentials, they must first register for the convention and receive their convention badge. In order for an alternate delegate to be credentialed, the District Governor or vice District Governor must give written approval. Any delegate, excluding international officers, past international officers and past District Governors, must be from a CLUB IN GOOD STANDING (the club must not owe dues to MD-4) in order to receive his/her credential AND BE ABLE TO VOTE.

In order to enter the voting area during the actual voting, a delegate MUST have BOTH the convention badge and the stamped, credential registration slip to present to the election officials.

8.8 Candidates for International Officer

Candidates for international officer may be invited by the Convention Management Committee to attend a walk-through of the convention facilities. The Committee will meet with all candidates and their campaign chairperson prior to the opening of the convention to review the following rules.

- a. All campaigning activities and materials at convention site MUST be cleared and approved by Convention Management Committee, including the placement of materials in the hotel lobby, halls, exhibit areas, etc.
- b. There will be NO demonstrations by the candidate's delegation other than at the business session following their nominating speech.
- c. Campaign literature should be placed on chairs at the meal functions, and not on the tables.
- d. There shall be NO campaign activities carried on in the credentials area, nor nearer than 50 feet to the election polling area.

Please refer to the Policy and Procedures manual for more information.

8.9 Special Events

The Council of Governors and Host Committee may want to designate a particular meal to honor selected Lions, such as a "Melvin Jones Fellow" luncheon, or an "Awards Breakfast." Traditionally, the Saturday luncheon has been the International Luncheon with the most current MD-4 international officer as the host and the invited international officer as the guest speaker.

The Council of Governors may decide to schedule an open forum at which the candidates for international office can present their views to the delegates prior to the voting.

SECTION 9

MISCELLANEOUS ITEMS

9.1 Lions Goods Store:

The local committee shall designate a club or committee to operate the Lions goods store and have the responsibility therefore.

- a. All items except those otherwise approved by the Convention Management Committee shall be obtained on consignment from the Lions International supply department. The order should be placed using the hosting district's account number and the signature of the host District Governors or otherwise approved signature for the district account.
- b. All emblem items must be from the International supply department and approved as a proper Lions insignia.
- c. Any supplies or materials proposed for sale not obtained from the International supply department must be approved in writing by the Convention Management Committee.
- d. The local committee shall be responsible for obtaining all temporary sales tax permits and required insurance coverage.
- e. Any profits derived from operation of the store shall become a part of the available funds.
- f. Any goods sold not using Lion logo must be approved by Council of Governors.

9.2 Approved Exhibit Booths and Tables:

Exhibit booths and tables promoting Lions activities, projects, and programs shall be permitted as space is available on a first come, first served basis for all projects that have been endorsed by the Council of Governors. A current listing of those projects is in the MD-4 Directory.

The local committee shall provide any required booths and should reserve exhibit space for the following year's Convention Committee to exhibit.

9.3 Saturday evening formal activities

The host committee shall provide a private, hosted cocktail hour prior to the Governor's banquet for all international officers and past officers, District Governors and Vice District Governors, as included in the Host Committee budget. Arrangements should be made for a professional photographer to take group pictures of each council, with and without A.C, with the international guest during this time period. The cost of pictures will be included in the Host Committees Budget. Additional pictures may be taken at the individual's expense. Arrangements need to be made by the Host Committee to have the pictures sent to the MD-4 Office for distribution. At the conclusion of the hosted cocktail hour and pictures, the grand march shall begin. A schedule will be provided by the Host Committee to insure timelines are met.

9.4 Attendance prizes:

Prizes may be offered to those in attendance at functions and sessions determined by the local committee.

9.5 Map:

A map of hotel, motel and other locations should be sent out with the original convention reservation mailing.

9.6 Microphones:

There should be floor microphones available for the convention business session.

9.7 Tickets:

All Lions shall buy tickets for all events they plan to attend including golfing, bowling and tours. The Governors are not recipients of complimentary tickets.

If a District Governor appears at an event without a ticket, then the badge or identification shall be sufficient to admit him to the event with the understanding of the Council that later the tickets will be given to the local committee for proper count.

9.8 Tours/Sightseeing:

Arrangements should be made through a local agency to have such events available, but only at the discretion of the delegates and attendees of the convention, not as a responsibility of the local convention committee. If tours and sightseeing trips are available, the announcements should be made in the program and a space in the headquarters hotel provided so that all delegates and attendees will have notice of their availability.

9.9 Convention Badges:

The Host Committee shall arrange to have convention badges printed for each registered Lion. These may be color coded to distinguish different offices held in Lionism. The suggested categories for the badges are as follows: International/Past International Officers; Council of Governors; Vice District Governors; Cabinet Officers; Club Officers; Lions; Lioness; Leos; Guests. Optional ribbons may be used to identify members of the Host Committee. If ordered, these ribbons are a Host Committee expense.

The MD-4 office will supply the Convention Management Committee with "Delegate" and "Alternate" stickers for use by the Credentials Committee when certifying Lions to vote at the convention. Stickers may also be used to designate "Melvin Jones Fellow".

9.10 Golf:

Golf activities should be under the direction of a Lion acquainted with golf and the handling of tournaments. The responsibility for the Lions Golf Tournament should NOT be left with the club professional. The golf chairperson should select a committee with an appropriate number of members to adequately run the tournament. Committeemen shall be available to guide and direct golfers, to transmit information, and to act as hospitality parties. The local committee should provide some appropriate memento of the golf event for participants.

9.11 Bowling:

The bowling should be under the direction of a qualified Lion bowler who chooses a committee of 15 members and arranges for details of operating the bowling event, including hospitality committee to guide and assist all participating bowlers. The local committee should provide some memento of the bowling event for participants.

SECTION 10

CONSTITUTION PROVISIONS APPLICABLE TO MD-4 CONVENTION

ARTICLE VII

Section 1 There shall be held an annual convention of Multiple District Four, said convention to commence on the first Friday and terminate on the following Sunday of the month of February of each year provided, however, that for good and sufficient reasons the Council of Governors by a two thirds vote may hold the convention one week prior or one week later in any given year.

Section 2. At all Multiple District Four conventions, a quorum shall consist of accredited delegates from at least ten (10) percent of the member clubs of said Multiple District Four whose delegates are accredited by the credentials committee. In the event that a quorum is not obtained as provided herein, the Council of Governors shall be empowered to transact such business of Multiple District Four as it deems advisable.

Section 4 At all Multiple District Four and District Conventions, each chartered club in good standing shall be entitled to one voting delegate and one alternate for each ten (10) members of said club or major fraction thereof, as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each member of the Council of Governors and each Past District Governor who is a member in good standing of a club in Multiple District Four shall have a vote at Multiple District Four Conventions and at his/her own district convention independent of the club delegate quotas herein above specified.

BYLAW PROVISIONS APPLICABLE TO MD-4 CONVENTION

ARTICLE IV

Section 2 (c) Convention Management Committee The committee shall be charged with the responsibility of planning, of approving a budget for, and of programming the annual Multiple District Four Convention. The following subcommittees: Credentials, Elections, and Resolutions shall be appointed by the Council of Governors. . If the Governors do not make such appointments by the closing date of the second meeting of the Council, the Convention Management Committee may make such appointments as are necessary to carry out the duties of these committees. The Convention Management Committee may appoint such other committees as shall be deemed necessary by the Convention Management Committee or the Council of Governors. The Convention Management Committee shall supervise the local Host Committee in discharging the responsibilities of housing, transportation, and other operational matters.

SEE ALSO THE MD-4 POLICY MANUAL; CHAPTER 5.

SECTION 11

MD-4 CONVENTION ITEMIZED CHECKLIST

11.1 Mid-Winter Council of Governors Meeting

- a. The mid-winter meeting of the council of governors immediately precedes the convention. Arrangements for this function should be coordinated by the District Governor and a Lion from the host committee specifically assigned to this function and in close communication with the host committee chairperson. Money collected for meal functions during the council of governors meeting should be kept separate from the convention registration money. It is suggested that meal reservations for the council of governors' meeting be handled by either the District Governor or cabinet secretary/treasurer.
- b. The meeting usually begins with a caucus on the Wednesday afternoon prior to the convention. The council business sessions are held on Thursday morning and afternoon. Depending on the International President's schedule, a VIP dinner is usually held on Thursday evening for just the international and past officers and the council (approximately 46 depending on the district Governors invitation list). This dinner should be more "up-scale". It may be held off-site in a fine restaurant (provided there is a private room to accommodate the group) or at the convention hotel. The MD-4 office sends out special invitations for this.

11.2 Friday Leadership Lunch

- a. Small head table seating 10 with a podium and mike in center on a small stage (optional).
- b. Reserve tables in front of the head table for: international officers and past officers, District Governors, vice District Governors (approximately 12 tables if set for rounds of 10). Reserve signs need to be large.
- c. American flag, California flag and the flag honoring the International guest's country.
- d. Simple table decorations.

11.3 Friday Adult Companions' Reception (usually 2:00 - 3:00 PM)

- a. Room to hold approximately 60 at rounds (preferably rounds of 8).
- b. Standing podium and mike.
- c. Refreshments - suggest coffee and tea, sodas and bottled water, plus a combination of cookies, fresh fruit, small pastries, etc. Since this is after lunch, light refreshments are recommended.
- d. Some sort of table decorations.

11.4 Friday Welcome Dinner

- a. Appropriate stage, sound system, lights for selected entertainment. (Dancing seems to be popular with Lions.) Please select entertainment after personally attending a function that used the proposed entertainers.
- b. No head table, but a microphone for the presiding officer to use.
- c. Reserve rounds (approximately 12 tables if set for rounds of 10). Reserve signs as for the luncheon. Tables should be front, center of the room. Avoid placement by large amplifiers.
- d. Table decorations for all rounds.

11.5 Saturday Business Session

- a. Stage with seating for 20 (council of governors). Standing podium with mike in center; additional standing podium with mike off to one side. Stage should have easy access either from front or both sides. Please make sure there is room at the head table, do not crowd chairs.
- b. Pitchers of water with cups on head table, both sides.
- c. If the council will be in the audience during the flag ceremony, reserve seating needs to be roped off for at least 70. This section will include: International President, past officers, candidate for VP or ID, Governors, Vice Governor, MD-4 staff.
- d. Space for the flags to be posted somewhere in the room. (Does not have to be on stage.) There are 14 stands, approximately 12 feet long and 3 feet wide to hold the flags. Four or five, individual flag stands will be needed to post the American flag, MD-4 flag, California and Nevada flags separately (and flag of nation of International President if not from America).
- e. If the International President is from another country, his national anthem must be played first and his country's flag is posted. Then the American flag is brought in last and our anthem is played.

11.6 Saturday President's Luncheon

- a. Large head table for 40 on a stage. Podium and mike in center. Easy access from both sides. A small stage, half the height of the first stage, set directly in front, center of the head table, with steps in front. Small, draped table at back of this stage and standing microphone. (This will be used for award presentations).
- b. A selection of the flags from the business session may be moved in and used at the luncheon.
- c. American flag, MD-4 flag, California flag appropriately placed on upper stage. Music for the singing of the national anthem after the pledge of allegiance, or, special singer to do the anthem.
- d. Reserved tables: 9 in front of head table for PIDs and Vice Governor.
- e. Table decorations: at least 4 low, long flower arrangements for the head table, 2 on either side. Appropriate decorations for all other table rounds.

11.7 Saturday Hosted Cocktails (6:00 - 7:00 PM)

- a. Hosted cocktails and light refreshments are provided by the host committee for the council, international and past officers and the Vice Governor. Champagne, wine, beer is acceptable instead of mixed drinks. Fruit, cheese, crackers and other cold hors d'oeuvres are fine.
- b. During this small reception for approximately 100, some tables and chairs are needed. If cocktail rounds are available this is preferable to larger tables. Seating is needed for about 30.
- c. Flowers: boutonnieres for the gentleman, corsages for the women. Approximately 60 of each (final numbers will be decided upon). The council and officers' flowers should be in one color, Vice Governor in another color. These are distributed during the cocktail hour.
- d. Pictures are also done during this hour (stagger times). A suitable space and blank wall are needed along with chairs and low risers, if available. 8 pictures to be taken in all:
 1. Governors with: Council Chair, International President and any current MD-4 officer
 2. Governors' Adult Companions with Council Chair Adult Companion, etc. as above.
 3. Entire council with above in (1.).
 4. Repeat (1.)-(3.) for Vice Governor
This is a host committee expense. Individual pictures are not recommended as it takes too long and is too costly. If individual pictures are taken, it is at the expense of the individual and is done following the required pictures.
 5. Vice governors should do pictures first so they can proceed into the banquet hall. A schedule will be provided by the Host Committee.

11.8 Grand March

- a. Council of governors, international and past officers will line up for the march according to order provided by the Convention Management Committee. The line-up cannot be done in the banquet hall.
- b. Banquet hall needs to be set to allow for a wide center aisle for the march.
- c. At least one spotlight is needed to follow each couple down the aisle. Background music is helpful. Chairperson of the convention management committee will announce each couple.

11.9 Saturday Banquet

- a. No head table. Appropriate stage/dance floor for entertainment.
- b. Standing microphone for use by presiding officer.
- c. 12 reserved tables for council and Vice Governor. MD-4 staff will number and mark each table prior to the event.
- d. Avoid placing any of the reserve tables in front of amplifiers.

- e. Appropriate table decorations.

11.10 Sunday Breakfast

- a. Small head table for 10 with podium and mike on small stage.
- b. 12 reserve round for officers, governors, Vice Governor in front.
- c. If the breakfast is served buffet style, at least 2, preferably 3 buffet lines will be needed.
- d. Coffee pots on each table are desirable.
- e. American flag and California.

11.11 Miscellaneous

- a. Someone from the host committee should be assigned the job of checking all major function rooms (including seminar rooms) at least one hour prior to each scheduled activity to make sure the room is set correctly, reserved signs are posted on tables (if required) and the audio-visual equipment is functioning. (This Lion should **not** be the host committee chair.) This Lion should be able to quickly contact the hotel/convention center staff if necessary.
- b. Ticket-takers will be needed for each meal. The doors may be open for seating when the banquet staff is finished setting out all the necessary items on the tables.
- c. No-host bars for the cocktail hour preceding the dinners should be set up outside the banquet hall. The bars can then be moved inside once the doors open for seating.
- d. In order to facilitate the serving, salad and dessert courses should be preset on the tables. Pitchers of water and ice tea (lunches) should also be pre-set. Lions are typically big coffee drinkers at all meals.
- e. Arrangements should be made with the banquet captain at each meal where a speaker will be speaking, to pull the servers off the floor once the speaker is ready to begin. Plates should not be cleared during a speech.
- f. Some system of quick communication between the host committee chair, the Lion checking rooms, and the hotel/convention center staff is desirable. Walkie-talkies work well, as do cell phones as long as key Lions have the numbers.
- g. A computerized system for on-site registration is mandatory. Between 100 and 200 Lions typically register on site and want to buy tickets to various meals. An organized system for the selling of a set number of meals tickets should be in place.
- h. Phone lines for credit card machines need to be available both at the registration desk and the Lions good store. These should be negotiated with the hotel early.
- i. Appropriate floral arrangements and special hospitality baskets should be ordered for any international guests attending the convention. This includes the International President and MD-4 current international officer (if appropriate). These hospitality baskets should be specially prepared for these individuals based on the preference list provided by LCI.

- j. The host committee protocol chairperson should work closely with the MD-4 protocol officer (the immediate past Council Chairperson) to arrange for proper transportation for all dignitaries to and from the airport and any off-site functions.

- k. The hotel and convention center should have master accounts set up for the MD-4 convention to accommodate any charges coming from the rooms of special guests of MD-4, such as the International President. It should also be made clear to the hotel staff as to who has authority to order last minute changes, approve charges to the master account, and make any decisions that may incur additional financial charges. These persons should be limited to the host committee chairperson, a co-chairperson, if appropriate, and the MD-4 office manager, if appropriate.

**MULTIPLE DISTRICT FOUR
CALIFORNIA LIONS CLUBS
INTERNATIONAL**

Disaster Guidebook



SECTION 1

CHAIN OF COMMAND

1.1 District Governor Specific immediate duties:

- a. Call the MD4 Council Chair & request disaster funds.
- b. Call International and request LCIF emergency funds. (1)
- c. Immediately form a Disaster Committee made up of at least four Lions.

1.2 District Disaster Chair Specific immediate duties:

- a. Make one member of the Committee the Treasurer and one the Secretary.
- b. Direct that as soon as money comes in a checking account be opened under the name of "District 4-- Disaster Fund". Checks should require two signatures, one of which is to be the District Governor or Vice Governor.
- c. Immediately contact all Governors or Vice Governors in MD-4 advising them that all future calls and correspondence should come to him. Let them know what, if anything other than money is needed at that particular time and where to send it.

1.3 Disaster Committee

- a. The Disaster Committee should be made up of at least four Lions from one or more clubs near the center of the disaster (unless the disaster is district wide). Each Lion should have the time available and desire to serve plus be fully mobile and totally capable. (2)
- b. The Disaster Committee Treasurer should make immediate deposits of all funds received and immediate payment of all bills as received and approved by the committee. Accurate records must be kept because final reports must be sent to LCI and MD4.
- c. The Disaster Committee Secretary should immediately acknowledge, either by mail or by telephone, anything received from outside the immediate community. Community appreciation can be expressed at local functions at a later date.
- d. All Disaster Committee members should be able and willing to travel throughout the disaster area at any time to assess needs, receive requests for assistance, and direct placement of relief supplies.
- e. The Disaster Committee should meet at least once each week with the Governor or Vice Governor to approve requests, special expenditures, make recommendations and vote on them. The Disaster Chair should inform the District Governor as to all actions taken.

SECTION 2 OTHER AGENCIES (3)

2.1 SALVATION ARMY

The Salvation Army has mobile canteens ready to roll. Usually within 8 hours they can supply water and hot food to disaster victims. In addition they will supply workers.

2.2 RED CROSS

The Red Cross, depending on location, can usually mobilize within 12 hours and has blankets, canned foods and vouchers for housing and clothing. The Red Cross also has medical supplies and can bring in medical teams.

2.3 LIONS CLUBS

Clubs near the epicenter of the disaster can assist all other agencies by securing buildings and/or locations out of which those organizations may operate. A vacant building, a community hall or a Lions clubhouse could be offered to the Red Cross or Salvation Army. Food canteens and temporary shelters should be set up in the most accessible locations of the disaster.

Clubs with clubhouses in other parts of the District could assist by setting up their clubhouses as collection points for specific items needed. (4) They could later make arrangements through the Disaster Chair to have their clubhouse emptied and the goods delivered to the spot designated by the Disaster Chair.

SECTION 3

HANDLING DISASTER PROBLEMS

The Chair, upon appointing the Disaster Committee, should ask that each of them immediately assess manpower needs. The committee members should contact Region and Zone Chairperson to assist in mobilizing the necessary manpower.

The Chair should consult with the Committee to determine the number (if any) and location of Lion clubhouses near the center of the disaster. Specific assignments of committee members should be made to immediately contact those clubs and determine if the facilities can be used under existing conditions.

When a specific, major need is identified the Chair should call the District Governors or Vice Governors and tell them exactly what is needed and where it should be sent.

All Lions receiving donations should keep track of incoming items and report to the Chair what was sent by whom so that the Disaster Committee secretary can acknowledge receipt.

3.1 COLLECTION OF DONATED MONEY & GOODS

All money should be channeled to the Disaster Committee as soon as possible after receipt so that it can be deposited and in place when needed. (5)

Money is, in the long run, the most important donation, as it can be used to purchase the necessities that are not otherwise donated. All Clubs in the Multiple District should be encouraged to have spontaneous fund raisers for the affected disaster District. All funds raised should be forwarded to that District post haste.

All food, medicine and clothing can be delivered to the Lions reception centers within the disaster area or outside. If from outside, the Disaster Chair should be contacted. He should make the arrangements for delivery to the collection center or centers. The Chair will also have the power to reject a donation if it is not required, as will the manager of the reception center. (6)

Food item must be unopened and labeled. All medicine and sanitary supplies must be unopened and labeled. All clothing and bedding should be clean and in good repair. (7)

3.2 DISTRIBUTION OF DONATED MONEY AND GOODS

Keep in mind that LCIF money must be used for emergency medical, food or clothing needs. If your request for money falls within that category and you are still within your first 30 days of the disaster, specify use of that money. However, ALL money requests should be discussed by the Disaster Committee and a vote taken to approve disbursement. If the request is made to buy an appliance or a piece of equipment and the committee approves, one of the committee members should make the purchase and deliver the goods "from the Lions." (8)

Goods of any nature can be distributed from the distribution centers by the volunteer workers usually at the direction of the center's manager. However, food and other items of immediate importance should always be available at the centers for immediate distribution. Volunteers distributing goods should exercise sensitivity toward all the disaster victims and make sure all are given equal and fair treatment. (9)

3.3 LONG-TERM NEEDS IN THE COMMUNITY

Long after the disaster is past there might remain community needs that can be addressed through fund raisers and work projects. Each disaster will leave its own scar and requirements will vary. It will be up to the Clubs in the center of the disaster area to keep the healing process moving

3.4 RECOGNITION FOR LIONS EFFORTS

Two of the busiest Lions during a disaster should be the Club and the District Public Relations Chair. At the Club level pictures should be taken daily and full reports made to the local newspapers, radio and TV stations reporting what Lions are doing for others. The District Public Relations Chair should receive copies of everything from the local Lion Public Relations Chair. The District Public Relations Chair should collect additional information from radio, TV and newspapers and prepare a concise and comprehensive package for LCIF, The Lions Magazine and website.

FOOTNOTES

1. LCIF will normally send you \$5,000.00 which you should receive within 24 hours. REMEMBER these funds are to be used for emergency situations involving food, medical or clothing needs. Any unused funds at the end of 30 days are to be returned to International.
2. The Lions selected should have the time to devote, the funds to carry them through, and have the respect of most of the Lions with whom they might come in contact under these strained conditions. The Disaster Committee members should be able to be on call 24 hours a day.
3. It would be impossible to list all agencies, large and small in California who will join in and assist under disaster conditions. The Salvation Army and Red Cross will always mobilize to work with the Lions no matter where the location, therefore only they are listed.
4. The Clubs can be a real service to the stricken area by contacting the District Chair to determine items that are sorely needed. Clubs should restrict their collections to those items. Some of the most important items that are needed but rarely seen are: flashlights, batteries, candles, lanterns, lantern fuel; generators, bottled water, pet food, shovels, rakes and wheelbarrows.
5. It is heartwarming to say the least to have a visiting Governor appear at a Cabinet meeting with a large check to donate following a disaster. But this money should already be in the affected district's Disaster Fund. It would be better to get the money to the disaster area immediately and visit the Cabinet with a "faux" check. No one will be the wiser except those whom the funds assisted.
6. Remember that it often takes longer to get rid of clothing after a disaster than it does during the disaster. The District Chairperson must be able to say, "We cannot accept more clothing," or whatever the excess item might be. The distribution centers must not get bogged down with excess, unnecessary or unusable items.
7. Food and medicine should be unopened and labeled or should be thrown out. Clothing and bedding should be clean and in good repair or thrown out. The distribution center should be prepared to turn away improper items at the door.

8. It is recommended that Lions buy approved, requested items and deliver them or go with the party making the request and pay for the item. This will assure that the needed items reach their intended destination with a minimum of problems.
9. It is unfortunate that disasters also bring out a few persons who would readily take advantage of free handouts. They may be in the receiving line along with the majority of needy people. You cannot judge or discriminate in these circumstances. All in the food and clothing line must be served.