

**MULTIPLE DISTRICT 21  
LIONS CLUBS INTERNATIONAL**

**PROCEDURES MANUAL**

**EFFECTIVE JULY 1, 2020**

**PREPARED BY THE MD21 CONSTITUTION AND BYLAWS COMMITTEE  
REISTRICTING 2020**

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## **INTRODUCTION**

### **PROCEDURES MANUAL LIONS MULTIPLE DISTRICT 21**

Per Article VIII, Section 1, Multiple District 21 Bylaws, this "Procedures Manual" hereby sets forth the guidelines, principles, and requirements concerning the conduct and operation of the Multiple District, by defining its operation and the duties of the Council Chairperson, Vice Council Chairperson, District Governors, Vice District Governors, Council Secretary and Treasurer, and other appropriate committee positions.

In conjunction with the REDISTRICTING of MD21 started in the fall of 2018 the Council gave direction to completely revise the Constitution and Bylaws of the Multiple District and the Procedures Manual. This task was assigned to the MD21 Redistricting Committee which included the Standing Committees on Constitution and Bylaws and Financial Planning & Review.

This manual has been designed to assist and inform Multiple District Officers and Committee members on how to properly carry out their duties and responsibilities as set forth within the Constitution and Bylaws. This document should be used to the end that the Objects and Purposes of Lionism are adequately and properly served.

All requests for amendments or revisions in the Procedures Manual shall be submitted to the Constitution and Bylaws Committee for review as the need arises. After reviewing the proposed amendments or revisions, the Committee will submit them to the Council with their recommendations. All changes shall be acted upon and approved by the sitting Council no later than the last Council meeting of each fiscal year. Implementation shall take place immediately following the meeting at which the changes were approved by the Council. The Procedures Manual, in flash drive format, shall be issued to every incoming Council Chairperson, District Governor elect and Vice-District Governor elect at the District Governors School conducted by the MD-21 Leadership Committee, prior to the International Convention of each given fiscal year.

The guidelines established in the MD21 Procedures Manual are easy to understand and it is intended that this will permit future Councils to benefit by the experience of Past Councils and of the international Officers who have been elected from Arizona. It is essential that the MD21 Council provide a sound and stable operation in the Multiple District for continued growth and strength.

**INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
MULTIPLE DISTRICT 21  
PRIVACY POLICY**

**Collection and Use of Personal Membership Data by Multiple District 21**

**Multiple District 21 (MD21) recognizes the importance of protecting the private information of our Lions members. MD21 collects personal information of its Lions Club members to facilitate communications with and between its members. This information is to be used solely to further Lionistic purposes including that “to unite the MD21 Lions Clubs in bonds of friendship, good fellowship, and mutual understanding” and to conduct necessary operational activities including:**

- **Dues and other billings**
- **Distribution of the Canyon State Lion and membership/officer information and updates**
- **Compilation of membership trends to support membership growth, extension, and retention programs**
- **Convention and meeting planning**
- **Information for Lion leaders, Council of Governors, District and Vice District Governors, Multiple District Projects, and Club Officers**
- **Furtherance of Public Relations activities, and Cooperative Alliances**
- **Support of Lions Clubs International Foundation and other adopted service projects**
- **Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objectives as determined by the International Board of Directors**

**MD21 protects personal information by restricting access to such information.**

**The MD21 Directory is not available on the internet. A club locator with club officer contact information may be available. Such a club locator should be designed so that it cannot be used as a commercial mailing list and Lions Club members should ensure that it is not used for that purpose.**

**Effective 03/26/2010**

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## **MULTIPLE DISTRICT COUNCIL**

1. **OBJECTIVE:** To provide standardized procedures and guidelines for the operation of the Multiple District and to provide continuity in administration from year to year.
  
2. **COMPOSITION:** Membership on the Council shall include the Council Chairperson, the elected District Governors and Vice District Governors and the Immediate Past District Governors of the Districts. The Council Chair and each District Governor will have one vote. Vice Governors, Immediate Past District Governors, Past District Governors, Past International Directors and Past International Officers, who are active members of Lions Clubs within the Multiple District are non-voting members of the Council. The Council Chairperson will be a Past District Governor in the Multiple District selected and appointed by the elected District Governors.
  - a. All past and present presidents, vice presidents and directors of the Association, who hold active or life membership in a Lions Club in good standing within Multiple District 21, shall serve as ex-officio members of the Council.
  - b. The Governors Elect may, at their discretion, appoint a qualified Lion to assist the Council Secretary and/or Treasurer in the performance of their duties.
  - c. The Council shall hold its first meeting within sixty (60) days after the date on which the District Governors officially take office and shall hold additional meetings as determined by the Council. Three additional meetings will be held with one in each succeeding quarter. An agenda (subject to change) shall be published at least 15 days prior to each meeting.
  - d. Minutes of all Council meetings shall be provided to all Council members and Lions clubs requesting a copy within twenty (20) days of said meeting.
  - e. All business shall be done at a meeting open to all Lions with the exception that in the case of emergency or special circumstances business may be transacted by mail, subject to ratification at the next regular Council meeting. Business by mail (including letters, electronic mail, or facsimile transmission) shall become effective only when approved in writing by two-thirds (2/3) of the voting members of the Council. Such action may be initiated by the Council Chairperson or any two (2) members of the Council with the concurrence of 2/3 of the Constitution and Bylaws and Finance and Planning Committees, but votes thereon, to be valid, must be sent to the Council Secretary and postmarked or date stamped within twenty (20) days after the original mailing of the proposed action. The Council shall procure a surety bond in the amount of \$50,000.00 upon all members of the Council and appointees.
  - f. The personal presence of the majority of the voting members of the Council shall constitute a quorum at any meeting thereof.
  
3. **COUNCIL DUTIES AND RESPONSIBILITIES**
  - a. The Council shall be the governing body of the Lions of Arizona and shall have jurisdiction over all phases of LIONISM at the Multiple District level and shall determine all policies and be responsible for the execution of such policies.
  - b. Shall require an inventory of all physical properties, prepared by the previous Council, each year at the first Council Meeting.
  - c. The MD21 Council shall conduct regular meetings as follows:
    - (1). Within 60 days following adjournment of the International Convention which will be referred to as a Fall Council Meeting.
    - (2). No later than November following the first Council meeting.
    - (3). No later than March of the following calendar year.

- (4). No later than May of the same calendar year.
  - d. The Council shall hold special meetings as deemed necessary upon the call of the Council Chairperson as approved by a majority vote of the District Governors.
  - e. Form the Credential Committee at the Convention consisting of the Council Chairperson, and the MD Nominations and Elections committee.
  - f. Make all contracts and approve all bills relating to Multiple District expenses, including those of the Multiple District conferences and conventions.
  - g. Take appropriate action on all matters brought before the Council, consistent with the Lions Clubs International and MD21 Constitution and Bylaws, and when appropriate at its Convention adopt resolutions, which recommend action to the International Board of Directors.
  - h. Review District boundaries and when needed propose changes for action at the Convention and obtain approval from the International Board of Directors.
  - i. Review and act upon all requests for reimbursements from Multiple District Committee Chairpersons within budgetary constraints.
4. COUNCIL CHAIRPERSON APPOINTMENT - The incoming Council Chairperson will be selected through a process determined by the District Governors Elect as provided under Article II of the MD21 Bylaws. The District Governors Elect will meet prior to January 1 to make their selection.
5. COUNCIL CHAIRPERSON DUTIES
- a. Further the Purposes of this association;
  - b. Serve as the Global Action Team Multiple District Chairperson to administer and promote membership growth, leadership development and humanitarian service throughout the multiple district by:
    - (1) Ensuring the selection of a qualified Lion leader for the positions of GST multiple district coordinator, GMT multiple district coordinator and GLT multiple district coordinator.
    - (2) Ensure regular meetings to discuss and advance initiatives established by the multiple district Global Action Team.
    - (3) Collaborate with area leaders and district Global Action Teams
  - c. Assist in communicating information regarding international and multiple district policies, programs and events;
  - d. Document and make available the goals and long range plans for the multiple district as established by the Council of Governors;
  - e. Convene meetings and facilitate discussion during Council meetings;
  - f. Facilitate the operations of the multiple district convention;
  - g. Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors;
  - h. Submit reports and perform such duties as may be required by the multiple district constitution and bylaws;
  - i. Perform such other administrative duties as may be assigned by the multiple district Council of governors; and
  - j. Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.
  - k. Assist the incoming Council in the preparation of its budget. Convene a special meeting of the Council Chairperson Elect, the District Governors Elect, and the MD21 Finance and Planning

Committee Chairperson to prepare and review the budget for the incoming Council's fiscal year by April 30<sup>th</sup> of the current fiscal year.

- l. Ensure that District Governors-Elect have been properly trained in their duties before attending the International Convention.
  - m. Ensure that, within sixty (60) days after the close of the Convention, a copy of the complete proceedings is sent to Lions Clubs International and each District Governor and Vice District Governor.
  - n. Serve as Credentials Committee Chairperson at the Convention with responsibility for coordinating, preparing and distributing credentials for delegates as well as alternate delegates prior to conventions.
  - o. Assemble and forward for publication in the MD21 Directory, subject to Council approval, a directory of all MD21 standing and special committee members and chairpersons and ensure that all are functioning under the MD21 Constitution & Bylaws & the MD21 Procedures Manual.
  - p. Responsible for the program at the Mid-Year Leadership Forum and MD21 State Convention, subject to approval of the Council. Also responsible for the detachable Convention Evaluation page for attendees to complete and hand in at the conclusion of the Convention to assure that a feedback mechanism is in place for improvement purposes.
  - q. Responsible for awards/gifts to outgoing District Governors to be presented at the MD21 Convention. Also responsible for coordinating recommendations for International Presidents medal recipients from the District Governors by December 30 of the current fiscal year.
  - r. Responsible for designating where the MD21 "tail twister" monies are distributed.
  - s. Responsible for forwarding to Lions Clubs International by April 30<sup>th</sup> of the current fiscal year the Council Chairperson Elect's name, spouse's name, address, telephone numbers, fax numbers, e-mail address, and other pertinent information.
6. VICE COUNCIL CHAIRPERSON DUTIES - The Vice Council Chairperson is a member of the MD21 Council, selected by his/her fellow District Governors. In the event that the Council Chairperson is unable to perform the duties described in Item 4 of this section, the Vice Council Chairperson will assume said duties on a temporary basis or for the remainder of the term of office as needed.
7. COUNCIL SECRETARY/TREASURER DUTIES - The Council Secretary/Treasurer is a member of the MD21 Council and is a sitting District Governor selected by his/her fellow District Governors. The duties of the Council Secretary shall include but not be limited to the following items
- a. Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within twenty (20) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.  
Assist the Council of Governors in conducting the business of the multiple district, and perform such other duties as are specified or implied in the constitution and bylaws, or as may be assigned to him/her from time to time by the Council of Governors.
  - b. Receive and give proper receipts for all dues required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the Council chairperson or other duly authorized Council member.
  - c. Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of

- Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- d. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
  - e. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.
  - f. Prior to April 30<sup>th</sup> of the current fiscal year, order the officer crests for the in-coming and outgoing Council Chairperson, to be presented at the closing ceremony of the MD Convention.
  - g. In the event that separate offices of Council secretary and Council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.
  - h. Receive all per capita dues required to be paid to the Multiple District from the respective District Cabinet Secretary/Treasurers and deposit same in a financial institution as designated by the Council.
  - i. Within sixty (60) days after the close of the fiscal year, provide an itemized statement of receipts and disbursements of the Multiple District. Copies of this statement must be sent to the International Headquarters with a copy to the Council Chairperson, to each of the MD21District Governors, Vice District Governors, Immediate Past District Governors, and the Finance and Planning Committee. Copies to each Club in the Multiple District will also be available at cost upon request.



**The following are the**

**STANDING COMMITTEES**

**NEED to be filled ANNUALLY**

Constitution & Bylaws and Procedures & Policy

Convention and Conference (Multiple District)

Convention (Lions Clubs International)

Credentials / Certification

Nominations and Elections

Finance & Planning

Policies and Guidelines for GAT

Long Range Planning

Information Technology

## **CONSTITUTION AND BYLAWS COMMITTEE**

1. **OBJECTIVE:** This Committee shall have two basic functions:
  - a. Advise the Council and District Governors on matters pertaining to the Constitution, its By-Laws, and the Procedures Manual.
  - b. Place in proper form any proposed amendment to the Constitution and Bylaws and Procedures Manual presented by a Lions Club, the Council, or the Constitution and Bylaws Committee.
  
2. **COMPOSITION:** This Committee shall be composed of two (2) members, one from each District's Constitution and Bylaws Committee, they will be appointed for staggered two (2) year terms in accordance with the Bylaws. A third person shall be appointed by the Council Chair to serve for one (1) year and will be the chairperson of the committee; this person shall be appointed from alternating districts yearly.
  
3. **DUTIES:**
  - a. The Constitution and Bylaws Committee shall review any and all amendment proposals, timely received, as to their correctness, proper wording, conflicts with either the Lions International Constitution and Bylaws, Lions International Board of Directors Policy, and/or the Multiple District Constitution and Bylaws. If the committee feels that the proposal has merit, but it is not worded correctly, they may change the wording prior to submitting it to the Council for approval. The initiator shall be notified of the proposed change in wording and the reason(s) therefore as soon as the change is made.
  - b. The Committee shall review all proposed changes to the Procedures Manual as to their correctness and proper wording.
  - c. Any proposed amendments or resolutions deemed not to have merit will be reported to the Council with reasons why the proposal should be returned to the initiator without favorable action.
  
4. **PROCEDURES FOR PROPOSED CONSTITUTION AND BYLAWS CHANGES:**
  - a. Proposed amendments to the Constitution and Bylaws must be received by the Constitution and Bylaws Committee from a MD21 Lions Club in good standing, from a member of the current MD21 Council of Governors, or a member of the Constitution and Bylaws Committee at least 120 days prior to the convening of the Multiple District Convention.
  - b. The Committee shall review and analyze all proposals to ensure that they are in proper form and in the spirit of Lionism.
  - c. Proposed amendments to the Constitution and Bylaws shall be presented to the Council for its review and approval not less than 90 days before the convening of the Convention.
  - d. All proposed amendments to the Constitution and Bylaws shall be published in the Canyon State Lion or mailed to each club not less than 60 days prior to the convening of the Convention. (See MD21 Constitution Article IX and Bylaws Article XI.)
  - e. The Constitution and Bylaws Committee will prepare amendments to the Constitution and Bylaws as directed by the Council.
  - f. Funding for the printing and mailing shall be provided by the Council. (Publications Fund)
  - g. The Constitution and Bylaws Committee shall be available to explain all proposed amendments at the Convention.
  - h. The Constitution and Bylaws Committee shall prepare all ballots concerning changes to the Constitution and Bylaws for the Elections Committee. Each proposed amendment shall be listed with a "yes" or "no" choice. (See Convention Certification/Election Procedures.)

5. PROCEDURES FOR AMENDING THE PROCEDURES MANUAL: (Bylaws Article VIII, Sec. 2)
  - a. Proposed changes to the Procedures Manual may be submitted at any time, from the Council, the Constitution and Bylaws Committee or any club within the Multiple District.
  - b. Within thirty (30) days after receipt of a proposal, the Committee shall review and analyze the proposal to ensure that it is proper and in the spirit of Lionism and then shall submit it to the Council for approval or denial with the reasons therefore.
  - c. If the recommended proposal is not approved by the Council, then it shall be presented as a written proposal for all delegates to vote upon at the next Convention that allows at least sixty (60) days notice to be provided to all clubs.
  - d. All approved changes to the Procedures Manual shall be provided to each club in the Multiple District at the beginning of the fiscal year in which they become effective, except when declared an emergency by the Council and approved by the voting delegates.
  - e. Funding for the printing and mailing shall be provided by the Council. (Publication Fund).

## CONVENTION AND CONFERENCE COMMITTEE (MD)

### 1. PROCEDURES:

- a. A full Committee from the Host District; Chairperson, Vice-Chairperson, Secretary/Treasurer and Lion Tamer (responsible for equipment in conjunction with GLT) will be maintained throughout the planning, preparation and execution of the Convention and/or Conference. Vacancies on this Committee or Sub-Committees should be filled by that committee's chairperson or by the Council as soon as possible.
  - (1) Starting with the 2020-21 Lionistic year the MD Conference will be hosted by District 21S and the MD Convention by District 21N. Each year thereafter, the Districts will rotate the hosting of the Conference and Convention.
- b. This Committee and its Sub-Committees shall make recommendations to the sitting Council concerning the proposed City, Property, Date, and Time of the up-coming Convention or Conference twelve (12) months in advance. The Council has the final say. A budget needs to be presented to the Council six (6) months in advance.
- c. This Committee will begin plans and meetings to produce the Convention or the Conference. At least six months should be allocated for the planning, preparation and execution.
- d. A Convention of each District should be held within the first ninety (90) days of each calendar year.
- e. The District Governors, first and second vice district governors and cabinet secretaries shall be the Credentials Committee with the Council Chairperson being the Committee Chairperson. (Bylaws, Article IV, Section 1.)
- f. The Council may appoint a Convention Sergeant-at-Arms, Memorial Chairperson, Musician, Song Leader, and Parliamentarian, as it deems necessary.
- g. This Committee will also establish the hosting procedures to be followed:
  - (1) A Club
  - (2) More than one Club
  - (3) Sub-Committee or Sub-Committees
  - (4) Any combination of the foregoing
  - (5) The Convention/Conference Committee may select individual clubs to handle the functions of registration, raffle, and ad book.
- h. Protocol as defined by Lions Clubs International should be followed wherever possible.
- i. For definition purposes, the following is a list of people or persons that may be identified as "Guests" of a Convention or Conference.
  - (1) Visiting International Officers or Past International Officers and their spouses.
  - (2) Council Chairperson and spouse
  - (3) District Governors and their spouses from Multiple District 21.
  - (4) Vice-Governors and their spouses from Multiple District 21.
  - (5) Lions Clubs International Executive Staff Members, Directors, Board Appointees and paid Lions Club International Staff Members.
  - (6) Multiple District Council Secretaries, Cabinet Secretaries and spouses.
  - (7). Convention Committee and Sub-Committee Members and spouses.
  - (8). Local dignitaries and spouses.

Any and all of these "guests" may be granted gratuities at the discretion of the Convention Committee and ratified by the Council.

Gratuities definition:

  1. Hotel room accommodation
  2. Food items

3. Transportation

4. Refreshments, hotel room amenities and gifts.

- j. A Financial Officer for the Convention or Conference will be required and should come from within the Convention Committee. This finance officer shall be bonded under the Multiple District Blanket Bond. This Finance Officer of the Convention Committee shall be responsible for the keeping of all financial records of the Convention or Conference and submitting these same records and all surplus monies of the Convention and/or Conference to the Council Treasurer within thirty (30) days of the conclusion of the Convention or Conference for which the records are kept.
- Copies of the financial records will also be provided to the Council and to the Finance and Planning Committee for financial review within thirty (30) days of the conclusion of the Convention or Conference.
- k. A bank account will be needed for handling the monies of the Convention or Conference. It shall be
- (1) F.D.I.C. or F.S.L.I.C. Insured.
  - (2) Approved by the Council of Governors.
- l. A budget will be required. The budget shall:
- (1) Be prepared by the Convention or Conference Committee
  - (2) Approved by the sitting Council of Governors six (6) months in advance.
  - (3) Adhered to with no major changes made without the approval of the Council.
  - (4) Monitored by the Convention or Conference Chairperson.
- m. Duties of the Convention or Conference Chairperson:
- (1) Stay within the provisions of the Multiple District Constitution and Bylaws in the production of the Convention or Conference.
  - (2) Monitor all Convention or Conference committees.
  - (3). Serve as liaison to the Council. Report in a timely manner the progress of the Convention or Conference to the Council.
  - (4) Be responsible for the opening remarks to the General Assembly of the Convention or Conference.
- n. Official Program: Each Convention and Conference should have a printed official program listing among other things:
- (1) A calendar of events.
  - (2) Messages or advertisements of candidates for International, Single or Multiple District offices, Multiple District Projects Board of Directors candidates, and special International, Single or Multiple District issues to be voted on at the Convention. (Constitution and Bylaws Procedures Manual).
  - (3) Messages from the Council of Governors and Multiple District Projects.
  - (4) Profiles of guest speakers.
- o. Raffles, door prizes, and pre-registration prizes. It is suggested that each Convention and Conference have the following:
- (1) A raffle for all who are registered at the event.
  - (2) Special awards for those who pre-register.
  - (3) Door prizes for certain events.
  - (4) Sales of non-Lion items, not benefiting the Multiple District will not be allowed.
- p. Revenue to produce the Convention and/or the Conference should come from just two sources:
- (1) The \$0.50 per capita tax collected annually for the production of a Convention and a Conference. The allocation of this fund is \$0.30 for the Convention and \$0.20 for the

Conference, or a 60/40 split in the event the tax is increased or decreased in the future.

- (2) Registration fee. This fee is to be set by the Convention Committee and ratified by the sitting Council of Governors. It should be based on the statistics of the previous five years Conventions and Conferences. The registration fee should allow each registrant:

- (a) Attendance at all official functions of the Convention or Conference.

- (b) A program which shall be printed and given to all delegates. This program shall be prepared by the committee and financed by the sale of advertising. Possible advertisers are Clubs, Candidates, Businesses, Projects, etc. The committee may conduct a raffle for various prizes at designated times and places as determined by the Council of Governors.

- (c) Projects, Clubs or Special Raffles and sales may be held only in the individual Hospitality rooms.

- (3) Pre-registration prizes and all other Convention or Conference expenses will be met by revenue from these two sources.

- (4) A leadership fee of \$5.00 shall be included in the registration fee for the Mid-Year Conference and Leadership Forum.

- (a) The MD GLT Coordinator must coordinate with the Convention Committee regarding facilities and equipment. Extra expenditures in these areas may become the responsibility of the GLT budget.

- (b) The MD GLT Coordinator shall have control of the expenditure of these funds
    1. Printing of leadership session programs, speakers, etc.
    2. Printing of evaluation sheets
    3. Extra sound and visual equipment needed

- q. Committees: The following Committees are suggested:

- (1) Registration

- (2) Lion Tamer

- (3) Publicity and Imaging

- (4) Special Events. (Luncheons, receptions, etc.).

- (5) Certification

- (6) Elections

- (7) Lioness Liaison

- (8) Leos

- (9) All special events (must be ratified by the sitting Council).

## ENTERTAINMENT OF INTERNATIONAL GUESTS

1. GOAL: That this Multiple District be recognized as a “Gracious Host” by all International Guests after they have left our company to return home.
2. SPECIFICS:
  - a. The sitting Council appoints through the existing events Chairperson, a special "KEEPER" for each International Guest that visits our Multiple District and is our guest.
  - b. The "Keeper Couple" will escort the special International Guests (Guest and spouse) to and from the various events of the Multiple District Meeting.
  - c. The International Guest should be met by a Welcoming Committee at the point and time of their arrival.
  - d. All expenses incurred by the special Guests and their Keepers should be borne by the meeting budget, with the exception of any expenses that are covered in some other way. No double dipping.
  - e. Accommodations should be as "first class" as possible and as are available and affordable -- always in good taste.
  - f. Some room amenities should be provided for both the guests and the keepers, and again in good taste.
  - g. Guests should be escorted back to their point of their departure and on time.
  - h. Special guests should be made available to all Lions during their visit, and not "kept separate."
  - i. Early arrival or late departure by special guests sometimes occurs, and precipitate special lunches or dinners. Attendance at these unusual situations or occasions shall be determined by the Council, using good judgment, Lions protocol and frugality at all times. Additional expenses incurred other than standard expenses must be borne by the Council.
  - j. District Cabinet Meetings should follow the General Policies and Procedures which govern Multiple District Conventions and Conferences.
  - k. Gifts should be representative of the State of Arizona (nominal value).

## LIONS CLUBS INTERNATIONAL CONVENTION COMMITTEE

1. **PURPOSE:** This MD21 Standing Committee shall advise and assist the Council in the arrangements and endeavors of the Multiple District at the International Convention. This Committee shall assist the International Convention Committee Chairperson in obtaining reservations from their respective Districts and shall assist the Chairperson in any manner requested. The Committee responsibilities are set forth in this procedure. Throughout this procedure, the “Council” shall refer to the “sitting Council” unless otherwise specified.
2. **COMPOSITION:** This MD21 Standing Committee is appointed by the MD21 Council, and consists of four (4) members, two from each District, that are appointed by their District Governors to serve staggered four (4) year terms. The Chairperson is the Committee Member with only one (1) year remaining on his/her term. Initially, District 21S will select a 1 year member and a 3 year member. District 21N will select a 2 year and a 4 year member. The 2021 chair will be from District 21S (the 1 year member), 21N will have the 2022 Convention (2 year member) and so on. The district that has the 1 year member will select a 4 year member to keep the rotation going.
3. **GENERAL:**
  - a. Once the Arizona delegation has been assigned a convention hotel by LCI, this committee will assist members in getting their hotel rooms as necessary.
  - b. The Committee can investigate travel arrangements and provide such to members.
  - c. It shall make all arrangements for any hospitality rooms as deemed necessary by the Council. Arrangements shall include providing for refreshments, publicity, gifts, and assignment of personnel to staff the room.
  - d. It shall be responsible for all phases of the International Parade, including making the necessary arrangements with the International office, i.e., applications for floats, marching delegations, bands, etc., insuring compliance with the Multiple District uniform by marchers, obtaining the necessary banners, flags, etc. **The Convention Committee Chairperson shall be responsible for seeing that all equipment, property and parade trappings including the banners and flags are returned in good order to the Lions Foundation of Arizona Offices for storage immediately upon returning from the International Convention.**
  - e. The Committee shall be responsible for all phases of the Multiple District 21 Breakfast (or lunch). It is recommended that MD21 join with the Midwest Multiple Districts for this function. Duties include advertising and coordinating with the MD responsible for the function, which may include securing of the hotel room, selection of menu, printing and sale of tickets, providing entertainment, assisting in extending invitations to dignitaries, arranging the seating at the head table. The Committee Chairperson may provide or act as Master of Ceremonies and may be responsible for the selling of tickets and the collection and accounting for all monies.
  - f. All arrangements for the purchase and distribution of gifts to the International Board of Directors shall be the responsibility of the Chairperson, subject to the direction of the Council.
  - g. If requested by the Council, the Chairperson shall obtain and distribute gifts to the MD21 District Governors-Elect.
  - h. Provide information to the Arizona delegation concerning candidates for International office, arrange for caucuses, and provide information as to voting.
  - i. If requested by the Council, the Committee shall make all necessary arrangements for a Multiple District 21 booth, including application to International office, appropriate staffing, and obtaining any materials for distribution, including Arizona Highways magazine or other



- literature depicting the State.
- j. The Committee, subject to the approval of the Council, shall make all necessary arrangements for a designated official travel agent. No person or firm shall be designated as an official travel agent for the Multiple District 21 Lions unless and until designated by the Council and not until the Committee shall have first solicited bids from at least three (3) interested travel agents. The Committee shall assist and guide such travel agent in the arrangement of tours, and transportation.
  - k. The Committee shall instill enthusiasm for the International Convention throughout the year at the various District Cabinet meetings, Conference and Convention. Subject to the approval of the Council, the Committee may select qualified Lions for any assignment required to assist the Committee.
  - l. The Chairperson shall assist the Council in getting reservations from all Districts and assist the Council in any legal way they may request.
  - m. A financial review of monies generated and spent will be coordinated with the incoming Finance and Planning Committee after completion of the International convention.

#### 4. PARADE UNIFORM

- a. The uniform shall consist of a Polo-shirt with a Lions emblem on the left sleeve and "Arizona MD 21 Lions" on the left front and a Kachina on the back. No Club designation is permitted. Trousers/skirt and shoes as approved by the Multiple District.
- b. The uniform shall not be changed except by vote at the Mid-Year Conference before the following International Convention and in any event at a frequency of not more often than five (5) years.
- c. Any change in the uniform shall be subject to the recommendation of a committee of Lions with equal representation from each District that is appointed by the Council.
- d. When MD21 has a candidate for the office of International 2<sup>nd</sup> Vice President, 1<sup>st</sup> Vice President, or International President, a shirt and trousers/skirt in support of the candidate may be substituted for the parade uniform shirt and trousers/skirt described in paragraph a. above in the years when the elections take place.

#### 5. COMMITTEE MEMBERSHIP REQUIREMENTS

- a. Has served as MD21 Lions International Convention Committee Chairperson within the past ten (10) years.

OR

Has served as a Lions Clubs International Director or Lions Clubs International Vice President and/ or President.

OR

Has attended at least two Lions Clubs International Conventions in the previous six (6) years and will actively participate on the MD21 International Convention Committee the two years prior to becoming the Committee Chairperson, including attendance at one (1) of the two International Conventions during that time as a working assistant to the MD21 International Convention Committee Chairperson.

- b. As MD21 International Convention Committee Chairperson will attend that International Convention and oversee the Committee members both during the Convention and during the year prior to that Convention. While at the Convention will ensure that all Committee and Committee Chairperson duties outlined in the MD21 Procedures Manual are properly and fully performed according to protocol and as representatives of the MD21 Lions.

Check list of items to be covered by this Committee:

- |                              |                                 |
|------------------------------|---------------------------------|
| (1) Hotel Reservations       | (7) Side trips                  |
| (2) Plane Reservations       | (8) MD 21 Breakfast/Lunch       |
| (3) Parade                   | (9) Receptions                  |
| (4) Caucus                   | (10) International Family Gifts |
| (5) Booths/Hospitality Rooms | (11) Budget Approval            |
| (6) Banners, Flags           | (12) Entertainment              |

The Convention Committee may consider appointing subcommittees to perform the above tasks and/or others that may be identified.

## CREDENTIAL CERTIFICATION PROCEDURES

NOTE: THE DISTRICT CREDENTIALS CERTIFICATION COMMITTEE IS THE DISTRICT GOVERNOR AND THE CABINET SECRETARY/TREASURER (LCI CONSTITUTION AND BYLAWS)

1. OBJECTIVE: To provide for the orderly certification of delegates and alternates attending the Multiple District Annual Convention, as prescribed by the Constitution and Bylaws of Multiple District 21 and Lions Club International
2. DELEGATE QUALIFICATION: The International Constitution's Bylaws, Article IX, Section 3, provides for the qualification of delegates to both the Multiple District Convention and the annual District Conventions as follows:

Each chartered club in good standing in the association and its district (single, sub- and multiple) shall be entitled in each annual convention to one (1) voting delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of the Lions International Office on the first day of the month last preceding that month during which the convention is held, PROVIDED, however that each such club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this Section shall be five (5) or more members. Any club which in newly chartered, and any other chartered club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members who have been enrolled in the club for at least one year and a day as shown on such record date in the records of Lions International Office." Delinquent dues may be paid and good standing acquired no later than fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

It is further provided in Article VI, Section 2 of the LCI Constitution and Bylaws, that each Past International Director of this association shall be entitled to full delegate privileges at each convention of his/her (single or sub- and multiple) district. No such Past international Director shall be included in the delegate quota of his/her club for any such convention. ALSO, as noted in the LCI Constitution, Article IX, Section 3, each district (single, sub- and multiple) may by express provision in its respective constitution and bylaws, grant full delegate status to each past district governor who is a member of a club in such district independent of the club delegate quotas hereinabove specified. (At the time of the approval of this MD21 Constitution, no districts had included such a provision.)

3. "CLUBS BEING IN GOOD STANDING:" Interpretations adopted with regard to the meaning of "Clubs in Good Standing" to be used in connection with sending certified lists of members and accounts to the District Governor for qualifying delegates at Multiple District and District Conventions:
  - a. Current per capita dues must be paid in full (international, multiple district, and district) must be paid fifteen (15) days prior to the close of credential certification.
  - b. Old balances of more than \$50.00, ninety (90) days past due must be paid by the first of the month prior to the month of the voting convention.

4. COMPOSITION of the Multiple District Certification Committee:
  - a. The Committee Chair will be the sitting Council Chair
  - b. The Committee will include the District Governor, the Cabinet Secretaries, and Cabinet Treasurers of each District
  - c. Chairperson for the District Certification Committee will be the Cabinet Secretary.
  - d. The Cabinet Secretary shall appoint a sufficient number of Members to complete the on-site requirements of the delegate/alternate certification process at the Convention site. (Recommended number: 6-8) See also STAFFING REQUIREMENTS following.
  
5. DUTIES AND RESPONSIBILITIES:
  - a. To notify each duly chartered club in Multiple District 21 of the total number of eligible delegates and alternates as authorized by Article VII, Sec. 2 of the MD 21 Constitution.
  - b. To receive and certify the eligibility of the names of the duly elected Delegates and Alternates to the Multiple District Annual Convention.
  - c. To certify those delegates and alternates upon arrival at the Multiple District Annual Convention and provide them with proper credentials.
  - d. To assist the Elections Chairperson in the election process for those issues to be voted upon at the Multiple District Convention.
  - e. To verify and certify the election results and report the same to the Multiple District Elections Committee.
  - f. To report the election results at the closing session of the Multiple District Convention at the time specified by the accepted agenda.
  
6. PROCEDURES:
  - a. Ninety (90) days prior to the Multiple District Annual Convention, notify each Secretary of each Chartered Club in good standing of the approved procedures for the exercise and control of the Multiple District Certification of Delegates for the election(s) to be held at the Convention.
  - b. The original delegate/alternate form submitted by a club will be used as the master list of the duly elected delegates and alternates (See Form MD EL-1).
    - (1) At the time of Certification when the Delegates/Alternates will sign after their respective names, and receive their Delegate or Alternate sticker
    - (2) At the time of voting the Delegates/Alternates, will sign in a second time to vote and receive their ballots
    - (3) Changes to the original delegate/alternate form submitted by a club may be amended with the approval of two of the following three signatures (the Club Secretary, the Club President, or the District Governor).
  - c. Approximately thirty (30) days before the commencement of the Multiple District and District Convention, send a second notice to all clubs who have not yet responded to the original notification with a copy to the clubs Zone Chairperson.
  - d. Establish, together with the Convention Committee, the date(s), time(s) and location of on-site certification of delegates and alternates. Working with the District Cabinet Secretaries, determine the number of committee members necessary to staff the certification process. The District Cabinet Secretary will notify their district members of their assignments and designated work hours.
  - e. Upon receipt of the listing of ineligible clubs from Lions Clubs International prior to the first day of the month prior to the convention voting month, notify those clubs deemed ineligible, the reason for said ineligibility and the means necessary to cure the problem. Then prepare a

- list of ineligible clubs and record on the certification form.
- f. Approximately 18 days prior to commencement of the Convention, contact Lions Club International, District Operations, Club Accounts, to determine if any club listed ineligible by Lions Clubs International for non-payment of dues and/or bills to International have cleared their account(s) and are now eligible to vote at the Convention.
  - g. Set up and coordinate the on-site registration and certification of all duly elected delegates and alternates and provide the same with proper identification.
  - h. Consult with the Credentials Certification Chairperson as to the time and place established for the actual balloting, and determine the number of Lions necessary to staff the election process.

## **ELECTION PROCEDURE (MD21)**

### 1. RESPONSIBILITY

- a. Each Nominations & Elections Chair for Districts 21N and 21S shall be responsible for, and in control of, the voting room of his/her district.
- b. Each District Cabinet Secretary, or representative, will be responsible for the registration and certification of all delegates and alternates and extends to the verification of delegates and alternates and the issuance of ballot(s) in the voting process.
- c. District Sergeants at Arms will be in charge and maintain control of all areas adjacent to the voting area. Enforcement of the rules and regulations of the voting procedure are essential.
- d. Each Multiple District Project will be allowed one observer in each of the voting area rooms and at no time will the observers interfere with the elections process or carry on any conversation with election workers, delegates, alternates or other observers or Constitution and Bylaws representative. When the voting period has closed, all observers will leave the voting room.

### 2. RULES AND REGULATIONS

#### **VOTING ROOMS AND ADJACENT AREAS**

- a. No loitering in voting room.
- b. No campaigning in voting room, its entry way or within 20 feet of the voting entrance..
- c. Only authorized Lions are allowed in the voting room
  - (1). Election Workers
  - (2). Certified delegates or alternates in the process of voting
  - (3). MD21 Constitution and Bylaws Committee Members
  - (4). No member of the MD21 Constitution and Bylaws Committee, MD21 Nominations and Elections Committee, or any authorized Multiple District Observer or Election Worker will be permitted to perform their duties in the same polling place where their name/names appear on the ballots being voted upon.
- d. Delegates or Voting Alternates must:
  - (1). Display registration badge with delegate or alternate sticker.
  - (2). Sign for and receive ballots from a voting room worker
  - (3). Vote using the correct voting mark
  - (4). Place the voted ballots in the designated ballot boxes
  - (5). Exit the voting room.
- e. Each ballot must:
  - (1). Be numbered chronologically with the district designation N or S following the numbering.
  - (2). Be accounted for prior to tabulating the votes
    - (a). Each Ballot #1 will be taped to a ballot box
    - (b). Ballots signed for plus ballot #1 and spoiled ballots must add to total number of ballots dispensed.
    - (c). All ballots including spoiled must be retained and marked as "Spoiled-Re-issued"
  - (3). Have the correct voting mark, as designated on said ballot, to be an accepted ballot
  - (4). Any other voting marks will void said ballot and be marked as voided
- f. All election materials, including used and unused ballots are the property of MD21 and must be retained and given to the MD21 Nominations and Elections Committee Chair. He/she will place the used and unused ballots in a sealed envelope and have it placed in storage at LFA for

sixty (60) days after the election. At the end of the sixty (60) day period, these records are to be shredded by the LFA with the concurrence of the MD21 Nominations and Elections Committee Chair. The balance of the election materials will be stored at the LFA after the election and will remain in storage at the LFA until the next election.

- g. Since the Convention Report must be filed (by Elections Chair and Council Chair) with Lions Clubs International within sixty (60) days following close of the Convention, any election result challenges must be filed in writing with the MD21 Council Chair and resolved by the MD21 Constitution and Bylaws Committee and/or the MD21 Nominations and Election Committee within the sixty (60) day period following the election in question so that the election ballots may be reviewed if necessary.
- h. Immediately following the election, the MD21 Nominations and Elections Committee Chair will give the results of a Multiple District Projects and other election results, as applicable, at the direction of the Council Chair and the Convention Agenda during the closing session or the Multiple District Convention. The results of the election will be held in the strictest Confidence until announced by the MD21 Nominations and Elections Chair. Any preannouncement of any election results will cause that election to be Null and Void.
- i. Certification and voting hours will be determined by the Council and publicized through the Convention Committee.

### **NOTICE AND ORDER AND CALL FOR ELECTION FORMAT**

1. At the beginning of December of each year, the MD21 Nominations and Elections Committee Chair will notify each Multiple District Project by letter (mail or email) of the format requirements detailed above for the Notice/Order/Call for Election and the Nomination Form in each District.
2. Prior to Christmas each Multiple District Project will send their Notice/Order/Call for Election and Nominations Form for each District to the MD21 Nominations and Elections Committee Chair for review as to format prior to publication and/or printing in the January issue of the Canyon State Lion.
3. Each Multiple District Project's Notice/Order/Call for Election shall contain, by individual District, a breakdown of the number of full term positions and the number of positions in each partial term category that are being filled by the election.
4. Each Nominee will designate the term they are seeking (Full Term or one of the partial terms identified for their District on the Notice/Order/Call for Election) on their Nomination Form
5. Each Multiple District Project will publish a Notice/Order/Call for the Election and a Nomination Form to fill vacancies on their Board of Directors beginning with the January issue of the Canyon State Lion no later than One Hundred Twenty (120) days prior to the MD21 Annual Convention being convened
6. The Nomination Form will be submitted to the Multiple District Project no later than forty-five (45) days (approximately April 1<sup>st</sup>) prior to the beginning of the MD21 Annual Convention
7. All Multiple District Project candidates and the terms of offices they are running for are to be submitted to the MD21 Nominations and Elections Chair by April 21<sup>st</sup> prior to the MD21 Annual Convention

### **BALLOT AND VOTING ROOM PROTOCOL**

1. The MD21 Nomination and Elections Chair will create each Multiple District Project ballot.
2. These ballots will be submitted to each MD Project for final approval to be returned prior to May 1.
3. All Multiple District Project ballots will be submitted to LFA for printing and preparation by May 1.
4. The MD21 Nomination and Elections Chair will invoice each Multiple District Project \$20 for their initial ballots and made payable to Lions Foundation of Arizona. This cost will cover special colored paper and preparation of the each project's ballots. Any changes made by an MD Project that results in reprinting of their ballots will be absorbed and paid for by the respective projects at \$10 per district.
5. All ballots for any office or constitution & bylaws amendment shall be the same size (8 ½" x 5 ½")
  - a. Districts will be color coded as follows:
 

21N	Orange
21S	Light blue
6. Ballots for Multiple District Projects Board of Directors will be of the same size (8 ½" x 5 ½") and will be color coded as follows:
 

Vision and Hearing Foundation	Green
Lions Camp Tatiyee	White
Lions Foundation of Arizona	Yellow
Melvin Jones Lions International Memorial	Pink
7. For control purposes, ballots will be numbered chronologically with the district designation N or S following the numbering
8. The Candidates for Election to each Multiple District Project in each District will be listed on the Election Ballot for that District under separate headings in accordance with the term of office they are seeking (Example: Three Year Term, Two Year Term, One Year Term)
9. Each term of office heading will also contain the statement "Vote for a maximum of # candidates" where "#" is equal to the number of positions being filled for that specific term of office in that District.
10. Voting will be held in individual rooms by District
11. Only certified delegates and alternates will be allowed to vote.
12. If a second day vote is required, the delegate tab will be punched to receive the second day ballot.
13. Only authorized Lions working as the Election Committee, Lion delegates and alternates in the act of voting, one (1) qualified MD project observer, one (1) Constitution and Bylaws Committee member and the Sergeant at Arms will be allowed in each voting room.
14. No member of the MD21 Constitution and Bylaws Committee, MD21 Nominations and Elections Committee, or any authorized Observer or Election Worker will be permitted to perform their duties in the same polling place where their name/names appear on the ballots being voted upon.



15. The Sergeant-at-Arms for each District shall be responsible for, and in control of, the immediate area outside each of the voting rooms (and inside the room if needed or necessary). Strict observance of the election procedure rules will be enforced.
11. The Elections Committee and the Constitution and Bylaws Committee Chairs shall be present at all times during the voting and counting processes.

## **VOTING PROCEDURES CONTINUED**

1. RECOMMENDED STAFFING REQUIREMENTS & ROOM SET UP: (VOTING)
  - a. Door - Entrance to voting room (1 ea.)
  - b. Check in and Ballot Desk (CS/CST + 1 ea.)  
Check in Procedure –delegate/alternate does a second signature on the delegate/alternate for to receive their ballots  
Highly suggest the incoming Cabinet Secretary sits second chair and hand out the ballots
  - c. One (1) Observer per MD Project (optional)
  - d. Ballot Boxes as needed for. MD-21, District, and 4 MD Projects to be provided by the MD21 Nominations and Elections Chair
  - e. Exit door (1 ea.) when available at the facility
2. RECOMMENDED STAFFING REQUIREMENT: (COUNTING):
  - a. One counter and one checker for each MD Project Election as well as any other ballot question
  - b. Counting and tallying will be done on the first ballot available after voting.  
Ballot #1 on ballot box  
Voting ballots distributed 2-43  
The tally/counting will be done on ballot #44-designated the Tally Ballot  
Number of ballots used by voting delegates/alternates 42
  - c. After voting closes  
Ballots will be put in numerical order, counted by one person and initialed  
Ballots will be recounted by a second counter and initialed  
Ballot results will be confirmed by the District Nominations and Elections Chair and initialed  
Ballots results will be verified by the District Cabinet Secretary and initialed
  - d. All election result totals will be transferred to the District Tally Report and given to the MD21 Nominations and Elections Chair
  - e. All Ballots, used, spoiled, voided and not used will then be placed in an envelope, sealed and given to the District Nominations and Elections Chair, who gives them to the MD Nominations and Elections Chair.
  - f. The MD Nominations and Elections Chair gives all of the district envelopes for all ballots to LFA for holding; to be destroyed after sixty (60) days.
  - g. One person (Sergeant at Arms) at the entrance and exit door will be locked for re-entry during counting of ballots.
  - h. In all cases the District Elections Chair are to oversee the entire operation of the casting and counting of the ballots within their District. If any questions arise, they should be addressed to the Multiple District Elections Chair. It is highly recommended that the In-coming Cabinet

Secretary for the following year be a member of the Certification Committee in order to observe the entire process and thus prepare themselves for the following year.

3. COMPLETION: Upon completion and verification of the balloting and tallying of votes:
  - a. Report the results of the District's election to the Elections Committee Chair. (See Form MD EL-2 & EL-3)
  - b.. Turn in all election supplies to the Elections Committee.
  - c. Each District Cabinet Secretary will complete a final report to the Council, indicating the following: (See Form MD EL-2 & EL-3)
    - (1). Total number of eligible delegates/alternates. (This is the number of all eligible delegates (from International, whether the club sent in certification or not.)
    - (2). Total number of certified delegates/alternates. (This is the number of delegates who actually certified at the Convention.)
    - (3). Total number of ballots cast.
    - (4). Summary of Election Winners.
  
4. RESOURCES AVAILABLE:
  - a. From Multiple District 21:
    - (1). Elections Chair
    - (2). Delegate and Alternate Stickers to be put on name badges.
    - (3). All ballots, ballot boxes and counting sheets.
  - b. From Districts:
    - (1). The respective Districts can provide the forms for listing the names of the delegates/alternates as well as the cover letters and other documentation.
    - (2). Lion volunteers to man Certification, Voting and Counting.
  - c. From Multiple District Projects:
    - (1) Lion volunteers.

## **FINANCE AND PLANNING COMMITTEE**

1. **PURPOSE:** This Committee shall be composed of two (2) members, one from each District's Finance and Planning Committee, they will be appointed for staggered two (2) year terms in accordance with the Bylaws. A third person shall be appointed by the Council Chair to serve for one (1) year and will be the chairperson of the committee; this person shall be appointed from alternating districts yearly. The MD21 Finance and Planning Committee shall advise the Council in all financial matters for the Multiple District. To carry out this purpose, the Finance and Planning Committee has the responsibility for the following functions: Budgeting, Counseling, Monitoring, and Financial Review. District Treasurers shall not serve on the Finance and Planning Committee.
  
2. **BUDGETING:** To carry out the provisions of the Multiple District Bylaws, Article VII and Rules of Financial Review found in these Procedures, regarding the Multiple District budget, the Finance and Planning Committee shall have these duties:
  - a. To assist the Vice Governors as directed in Multiple District Constitution concerning budget preparation.
  - b. To present to the Council meeting at the MD Convention the preliminary annual budget of the Multiple District Administrative Fund for the coming year. The report shall be presented by the Finance and Planning Committee early in the session. If not approved at the first Council meeting, the Committee shall revise and report until an approved budget is accepted. The budget will be officially adopted at the 1<sup>st</sup> Council meeting of the next year.
  
3. **PROCEDURE:**
  - a. In addition to the two members of the Finance and Planning Committee, the following members may be appointed to the Committee by the Council to assist in the preparation of the budget: the Past Council Chairperson, one Immediate Past District Governor and the Constitution and Bylaws Committee Chairperson.
  - b. The incoming Chairperson of the Finance and Planning Committee shall establish the date, time and place for the budget preparation meeting, but in no event shall it be less than thirty (30) days prior to the MD21 Convention.
  - c. The Multiple District Administrative Budget and Financial Review Statement form set forth in the appendix shall be used as a guide for the Multiple District Budget. (See sample Form MD FP-1)
  
4. **COUNSELING:** The Finance and Planning Committee members shall maintain a current understanding of Lionistic policies, procedures, and rules relating to financial matters in order to provide competent counsel to the Governors and the Council. **IT IS RECOMMENDED THAT QUICKBOOKS BE USED FOR ALL ACCOUNTING PROCEDURES.**
  
5. **MONITORING:** The Finance and Planning Committee members should each be furnished copies of all Multiple District Council, Convention, Conference, Project and District financial reports by the Treasurer of each such entity. The Committee shall monitor compliance of these entities with the financial requirements of the Budget, Constitution and Bylaws, Rules of Financial Review, this manual and good financial practice. The Finance and Planning Committee may bring to the attention of the Multiple District Council, or any entity, matters it believes to be of concern, non-compliance, importance or for improvement.

6. **FINANCIAL REVIEW:** This Committee has the duty to perform all of the financial reviews called for by the Multiple District Constitution and Bylaws, this manual and to perform such other Financial Reviews as requested by the Council or Multiple District activities or any District Governor as to his District activities. Financials should be reviewed quarterly and presented at the corresponding Council meeting.

Among the financial reviews to be performed are:

- a. Multiple District books including but not limited to:
  - (1) All books and accounts of the Council.
  - (2) Convention Financial Report, records and books.
  - (3) Conference Financial Report, records and books.
  - (4) Canyon State Lion Financial Report
  - (5) Multiple District Directory Financial Report.
  - (6) Pin Trading Committee Financial Report, records and books
  - (7) Financial reports of activities receiving any advancement from the Council.
  - (8) International Convention Committee Financial Report.
  - (9) Drug/Lions Quest Fund, records and books.
- b. Multiple District Project books and accounts financial reviews must be performed by a qualified outside Auditor and presented to the Council and the Finance and Planning Committee (MD21 Bylaws, Article IX, Section 6.)
- c. Financial Reviews requested by either the Council or Multiple District entities or the District Governors concerning District entities such as:
  - (1) Rules of Financial Review compliance.
  - (2) Fund raising rules compliance.
  - (3) Multiple District committees with respect to financial matters.
  - (4) District project financial actions.
  - (5) Financially troubled clubs or other Lionistic entities.

## **FINANCIAL REVIEW PROCEDURES**

1. **PURPOSE:** This procedure sets forth the rules concerning the reimbursement of expenses for the operation of the Multiple District, District, Multiple District Committee or Multiple District Project
2. **GENERAL:**
  - a. **Allowable Expenses:** Reimbursement of expenses more than any allowable amounts will be considered only upon submission of evidence justifying the excess. Any request for consideration of an increase in the allowance must be made by submitting a complete itemized budget and travel plan, along with reasons for the increase to the Finance and Planning Committee before the expense is incurred.
  - b. **Presentation of Claims:** Expenses are to be rendered on the official forms, properly itemized and accompanied by the necessary receipts.
  - c. **Transportation:** Automobile expenses may be reimbursed at the same rate as that allowed by Lions Clubs International. Taxi and car rental expenses are not allowed. Plane or rail reimbursement shall be made on the basis of economy fares and canceled transportation tickets shall be submitted. If a private plane is used, reimbursement shall be made as established and adjusted from time to time by Lions Clubs International rules of Audit.

- d. Hotel: Maximum allowance as established and adjusted from time to time by Lions Clubs International rules of Audit. Itemized receipted bill is required for substantiation. .
- e. Meals: Reimbursement of the actual cost expended for meals up to a maximum as set by Lions Clubs International and adjusted from time to time. A receipted bill is required.
- f. No duplication: Should payment be made by another source, i.e., International, Club, District, etc., no reimbursement shall be allowed for such expense. In other words, when visiting a District or Club, no Lion who has been provided a meal, lodging, etc., shall be entitled to reimbursement.
- g. Financial Review Forms: The following forms are to be used as a guideline in order that a year-to-year analysis may be used as a tool for better budgeting.
  - (1) Multiple District Financial Review (See sample Form MD FP-1)
  - (2) District Financial Review (See sample Form MD FP-2)
  - (3) Multiple District/District Financial Review Report (See sample Form MD FP-3)
  - (4) Multiple District/District Committees Financial Review Report (See sample Form MD FP-4)
  - (5) Multiple District Project Financial Review (See sample Form MD FP-5)
- h. Multiple District State Project Submission: Multiple District projects having a fiscal year ending on June 30 will submit required reports/financial reviews to the incoming (new) Finance and Planning Committee. Those having a fiscal year ending prior to June 30 will give the reports/financial reviews to the current sitting Finance and Planning Committee. These financial reviews must be completed and turned in within 90 days after the completion of the respective fiscal year.
- i. Submission By All Other District and Multiple District Entities: Units completing their activities prior to May 31 will submit their reports to the current and Finance and Planning Committee. Those units, other than the Multiple District Council, that finish after May 31 (excluding the Convention Committee) will give their reports to the new Committee. The clearing of the outgoing District Governor's accounts will be done by the new Council and new Finance and Planning Committee after the International Convention.

## **RULES OF FINANCIAL REVIEW**

Section 1. All monies received and expended by the Council, Districts, and Projects shall be in accordance with these Rules of Financial Review.

Section 2. Each year immediately following the convention, the newly elected Council shall open a checking account in a federally insured institution using the \$1,000 that the outgoing Council is required to furnish. All remaining monies of the outgoing Council shall be transferred to the incoming Council within ten (10) days of the close of the fiscal year. The outgoing Council will close all accounts when all checks have cleared. The outgoing Council shall make no disbursement after the completion of its fiscal year. The incoming Council shall record these monies as a separate line item in its financial records. Upon completion of the financial review, any funds needed to complete the outgoing Council's commitments shall be disbursed by the incoming Council. All funds remaining in the line item shall be transferred to the appropriate fund in accordance with Bylaws, Article VII. The Council may use the same accounts as the previous Council.

Section 3. All checks and withdrawals must be signed by:

- a. Council – the Council Chair and one District Governor
- b. Multiple District Projects – as set forth in Bylaws, Article IX, Section 5.

c. Minimum of two signatures of authorized Lions to sign checks on any Multiple District Committee account.

Section 4. A voucher and/or statement shall substantiate all expenditures with appropriate receipt attached. The Council shall ensure that all financial records of the Multiple District are filed and maintained for seven (7) years at the Lions Foundation of Arizona Office.

Section 5. The fiscal year of the Multiple District and Districts is July 1 through June 30. Council shall not incur or pay any bills before the start or after the end of the fiscal year, except as provided in Section 8 below.

Section 6. The Multiple District shall submit its financial records to the Finance and Planning Committee for preliminary financial review at least thirty (30) and not more than sixty (60) days prior to the Multiple District Convention.

Section 7. Within twenty (20) days following the adjournment of the International Convention the Council shall submit its records (including all activity accounts such as, but not limited to, Conference, Convention, pin trading, flag, etc.) to the Finance and Planning Committee for financial review. The Committee shall review the financial records and file a report with the Council within thirty (30) days following receipt of the records.

Section 8. The Council shall authorize reimbursement of the Immediate past District Governors' expenses for attendance at the International Convention. These expenses shall be paid only following a satisfactory financial review. These are expenses of the Immediate Past Council and its financial records shall be adjusted accordingly. If there are any discrepancies or deficiencies found during the financial review, funds shall be withheld from the reimbursement and applied appropriately. The Immediate Past District Governors shall not reimburse themselves, but shall be paid from the funds of their fiscal year by the following Council.

Section 9. The Council shall thoroughly review the report received from the Finance and Planning Committee and take appropriate action on any exceptions reported.

Section 10. Requirements for financing and reviewing the Multiple District Projects are stated in Bylaws, Article IX.

Section 11. Within thirty (30) days following the convention or conference the committee shall submit all records, including paid vouchers, to the Finance and Planning Committee for financial review. After the payment of all bills, the Committee shall be permitted to retain for the participating clubs the profit from the raffle and program advertising. Each Conference/Convention Committee shall establish its own bank account and financial records. These records shall include all deposits and disbursements.

Section 12. Financial review of other Multiple District activities shall be as recommended by the Finance and Planning Committee and/or directed by the Council. Whenever multiple district funds are expended by other than the Council, a financial review of the receipts and expenditures shall be performed. Failure to submit records for financial review or the results of an outside financial review shall preclude any further funds being provided or solicited until the Council accepts the financial review.

Section 13. If, after completion of a financial review, the Finance and Planning Committee determines that there are errors, omissions, overpayments, or other violations of the Constitution and Bylaws, the Committee will act to correct the problem. If unable to recover the funds, the Chairman of the Finance and Planning Committee shall call a special meeting of the Finance and Planning and the Constitution and Bylaws Committees. These Committees shall determine what action needs to be taken. The Finance and Planning Committee shall request repayment and is empowered to correct the problem, including contact with the bonding company.

## **POLICIES AND GUIDELINES FOR THE GLOBAL ACTION TEAM (GAT)**

### **GLOBAL SERVICE TEAM GLOBAL MEMBERSHIP TEAM GLOBAL LEADERSHIP TEAM**

1. **PURPOSE:** The Global Action Team (GAT) oversees the selection of the GST, GMT, and GLT coordinators to ensure that the teams are collaborating and implementing plans to expand the multiple district's humanitarian service, strengthen membership, and develop skilled leaders. The Global Service Team (GST), the Global Membership Team (GMT) and the Global Leadership Team (GLT) bring together the three key functions responsible for maintaining the health of Lions Clubs International. Each operates as independent, parallel structures to expand service activities and membership growth and to enhance leadership development. All three structures mirror each other, which will allow for collaboration, through assessment of the needs of the multiple district and the individual sub-districts. **The objective of the GST is to develop and execute an annual multiple district action plan and monitor progress toward its goals. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.**
2. **STRUCTURE & APPOINTMENTS:** The GST, GMT, and GLT work in coordination with the Council Chairperson and Council of Governors at the Multiple District level and in coordination with the District Governor Team at the District level.
  - a. The Multiple District has a GST (GST-MD), GMT (GMT-MD), and a GLT (GLT-MD). Each is selected for three (3) years by the multiple district as a non-voting member of the Council of Governors subject to annual review and confirmation of appointment or removal based upon performance. Changes to GMT or GMT members should only be considered when performance is below expectations and deemed unsatisfactory. They may serve multiple terms.
  - b. Each Team is comprised of a MD Coordinator, the Council Chairperson, and up to three additional Lions with expertise in service for the GST, membership growth for the GMT, or leadership development for the GLT.
  - c. Each District has a GST (GST-D), a GMT (GMT-D), and a GLT (GLT-D). Each comprised of a District Coordinator and the District Governor Team. Appointments are as listed for the MD coordinators
    - 1) The 1<sup>st</sup> Vice District Governor serves as the primary GMT-D liaison to the District Governor Team
    - 2) The 2<sup>nd</sup> Vice District Governor serves as the primary GLT-D liaison to the District Governor Team.
    - 3) Other qualified Lions may be added as needed. The GMT-D and the GLT-D work together in a cooperative manner
3. **DUTIES & RESPONSIBILITIES:** In addition to the duties and responsibilities listed in the Constitution and Bylaws, Article III, Sections 5-7, the following apply:
  - a) GST: MD coordinator reports to GST area leader and to the MD Global Action Team  
District coordinators report to the MD coordinator
    - 1) Increase service activity implementation and reporting
    - 2) Identifies at least one service initiative that can be strengthened by LCIF resource utilization

- 3) Analyze service trends to identify opportunities
  - 4) Encourage community service needs assessments
  - 5) Encourage multi-district / multi-club service projects
  - 6) Encourage use of the LCI service reporting system
- b) GMT: MD coordinator reports to GMT area leader and to the MD Global Action Team.  
District coordinators report to the MD coordinator
- 1) Develop and grow new members and clubs
  - 2) Analyze membership trends to identify opportunities
  - 3) Develop and implement membership strategies for target markets
  - 4) Establish and implement new club extension plans then organize extension teams
  - 5) Develop and implement membership campaigns and systems for recruiting former and prospective members
  - 6) Familiarize local Lions with membership growth programs, initiatives, and resources
  - 7) Promote club participation in the Club Excellence Process
  - 8) Develop club rebuilding experts to assist clubs in difficulty
  - 9) Review Club Health Assessments to identify opportunities for improvement
  - 10) Identify and implement ways to increase Club Member satisfaction and improve retention
  - 11) Support Certified Guiding Lions to ensure health and growth of new clubs
- c) GLT: MD coordinator reports to GLT area leader and to the MD Global Action Team  
District coordinators report to the MD coordinator
- 1) Identify and develop future leaders
  - 2) Identify potential leaders based upon objective criteria
  - 3) Educate members about leadership development opportunities
  - 4) Encourage potential leaders to assume leadership roles and responsibilities to enhance their skills
  - 5) Promote the active involvement of Lions Leadership Institute graduates and other trained Lions in leadership responsibilities
  - 6) Motivate Lions to seek out proven leaders in the community to join as new members
  - 7) Establish and implement annual leadership development plans
  - 8) Organize training for zone chairpersons, guiding lions, and others
  - 9) Ensure effective delivery of club officer training
  - 10) Implement Club Excellence Process workshops
  - 11) Encourage active coaching through the Lion Mentoring Program



## LONG RANGE PLANNING COMMITTEE

1. **PURPOSE:** The purpose of this committee is to provide an approach to imaginative but well-informed planning that will help Lions Clubs to enhance their effectiveness as a membership organization. It is not to provide a specific long range plan or blueprint for the future. Such a plan, if it is to be effective and meaningful, can only be formulated by the Long Range Planning Committee of the Multiple District.
  - a. There is much a Multiple District can do through intelligent planning to make clubs more dynamic and responsive to the community and to members. As a suggested procedure, the following steps might be considered.
    - (1). **Understand the mission.** Know the purpose of Lions Clubs and why they exist. The mission should be externally focused, reflecting how clubs are viewed by the community, and unique, making Lions Clubs distinctive from other organizations with similar objectives.
    - (2). **Know the values on which Lions Clubs are based.** Specifically, refer to the Association's Objects and the Lions Code of Ethics as guides in fulfilling the mission.
    - (3). **Be aware of the environment in which Clubs operate.** Identify the economic, political, demographic and other social factors that influence the success of Clubs, and recognize both opportunities and potential pitfalls.
    - (4). **Set future objectives.** Ask, "Where should Lions Clubs be in five, ten and twenty years from now?" Formulate a vision of Lions Clubs of the future.
    - (5). **Plot a course of action.** Establish a systematic plan to implement desired changes. An action plan is an essential part of every long range strategy. It should include specific recommendations for reaching goals, a time table, and a means of evaluating whether objectives have been met. Generally, a time frame of 2-5 years is suggested for completing a long range objective.
2. **THE MULTIPLE DISTRICT LONG RANGE PLANNING COMMITTEE CHAIRPERSON APPOINTMENT:** The Board of Directors of Lions Clubs International has officially approved the position of Multiple District Long Range Planning Chairperson. Accordingly, the Council shall appoint a qualified Lion to the position. The name and address of the Chairperson for the coming year should be reported to the International Headquarters Office by June 30 annually, using the Multiple District Chairperson Report Form that is provided in March/April to the Council Chairperson. The appointee shall be a Lion who possesses extensive Lionistic experience, demonstrates strong leadership qualities and is committed to the future success of Lionism. Professional experience in organizational planning can be helpful but is not essential.
3. **DUTIES:** The duties of the Multiple District Long Range Planning Chairperson include:
  - a. Review what has been done by the predecessor committees.
  - b. Plan the goals and activities of the committee for the entire year. Confer with committee members as to the goals the committee is to accomplish.
  - c. Provide committee members in advance with a detailed agenda of committee meetings, including meeting time and place.
  - d. Be responsible for obtaining relevant background information on any subject on the agenda of the committee.
  - e. Make certain each committee member receives all information, both pro and con, relating to issues on the agenda.
  - f. Preside over meetings of the committee, ensuring that adequate minutes are kept of each

- meeting and distributed to each committee member and the Council.
  - g. Act as liaison between the committee and the Council.
  - h. Keep the Council informed and familiar with the activities and progress of the Committee.
  - i. Report committee recommendations to the Council as requested.
  - j. Turn over all the records and papers to the successor Chairperson
4. **ANNUAL REPORT:** A brief report summarizing the actions of the Long Range Planning Committee will be submitted by the Chairperson to International Headquarters annually. The report will mention current planning activity and progress on items adopted in the previous year as part of the Plan of Action of the Multiple District. Any report may be submitted to the Council at the last Council meeting of the fiscal year unless otherwise requested.
5. **COMMITTEE COMPOSITION:** The Long Range Planning Committee shall consist of four (4) Lions, two (2) from each District for a period of three (3) years, and a fifth Lion appointed by the Council Chair.
- a. Appointments to the Committee will meet the following three objectives:
    - (1) Members will consist of Lions representing broad Lionistic and professional experience.
    - (2) Lions who know and can represent and provide input from their District and whose knowledge and experience is respected.
  - b. The Committee is recommended to meet at least four (4) times a year.
6. **METHOD OF LONG RANGE PLANNING:**
- a. **SUBJECT MATTER:** Any subject dealing with an activity, objective or initiative projected to affect Lionism within the Multiple District or Lions Clubs International may be considered as an appropriate topic of study for the Committee. Examples might include: membership development, major service or fund-raising projects, leadership development and training, administrative support to Clubs, public relations, finances, conventions, redistricting and others. Such topics are normally submitted by the Committee Chairperson for approval by the Council or may be referred to the Committee by the Council.
  - b. **ACTION PLAN:** The Committee will develop an action plan, consisting of an objective, a time frame in which to accomplish it and determination of who will be responsible for undertaking it as a means for evaluating the success. The plan will be submitted to the Council for approval and possibly the delegates at a Convention for adoption.
  - c. The Committee objectively will define the issue to be studied. For example, if the issue is heightening public awareness of Lions Clubs within the Multiple District, the question for study might be, "Should a public information program be undertaken in the Multiple District?" Then a background summary of the issue should be provided. i.e. the current level of public awareness should be examined, based upon previous public relations efforts. The next phase is a discussion of the arguments for or against the issue and based on a consensus of opinion a conclusion should be reached upon which a recommendation would be made. Such recommendation will become a part of the suggested action plan.
  - d. **IMPLEMENTATION:** The suggested time frame for completing an objective in a long range plan is as soon as practical or within 2-5 years. A measurement of results is important in evaluating whether or not a goal has been reached. Goal statements are only meaningful if they have quantified objectives that define their accomplishment in a given time period. Such objectives are unlikely to be reached unless specific strategies also have been formulated to achieve them.

- e. Finally, it is important to emphasize that whereas the purpose of the Committee is essentially to “brainstorm” and make recommendations, it is not to decide whether the plan will be adopted or implemented. That decision is for the Council and possibly the delegates at a Convention.
- f. Though the role of the Committee is largely advisory, the Committee is vital to the success and development of Lionism within Multiple District 21. Successful planning will move the organization forward, to manage change for the benefit of the organization and to keep Lionism relevant to the communities in which Clubs operate.

## **INFORMATON TECHNOLOGY (IT) COMITTEE**

1. **PURPOSE:** This MD21 Standing Committee shall advise and assist the Council in managing the Multiple District and District websites, social media, and, with the GAT, the Multiple District's AV equipment. This Committee shall provide assistance and guidance in the proper use of social media and member information as set forth in this procedure manual, and in accordance with Lions Clubs International guidelines and procedures. The Committee responsibilities are set forth in this procedure manual. Throughout this procedure, the "Council" shall refer to the "sitting Council" unless otherwise specified.
2. **COMPOSITION:** This Committee shall be composed of three (3) members, one from each District's Information Technology Committee, they will be appointed for staggered two (2) year terms in accordance with the Bylaws. A third person shall be appointed by the Council Chair to serve for one (1) year and will be the chairperson of the committee; this person shall be appointed from alternating districts yearly.
3. **GENERAL:** The IT Committee will develop and execute an annual multiple district action plan, monitor progress toward goals and report to the Council. Additionally, the committee will include the possible acquisition of any new equipment and plans for disposal of retired equipment. The IT plan will be presented to the Council and approved prior to execution.
  - a. The Committee shall be in charge of designing, developing, and maintaining the Multiple District Website and on-line directory.
  - b. The Committee shall be responsible for reviewing the Multiple District Facebook pages and all other Multiple District level social media.
  - c. It shall be responsible for all AV at MD conventions, trainings, and events, and District events at the Governors' request.
  - d. The Committee shall be responsible for the maintenance, upkeep, management and storage of all MD owned equipment.
  - e. All arrangements for the purchase and distribution of additional equipment will be the responsibility of the IT committee in consultation with and approval of the Council. AV equipment acquisition will need to be within the constraints of the annual budget.
  - f. The Committee will consult and do walk-throughs with convention chairs at least 3 weeks prior to MD conventions, conferences, and forums in order to allow for proper planning time.
  - g. The Committee shall budget for all needs including MD convention and forum expenses, and web site expenses.
4. **COMMITTEE MEMBERSHIP REQUIREMENTS:** The Council Chair and District Governors need to base their selection of committee members on the following:
  - a. Can demonstrate a clear working knowledge of social media
  - b. Can demonstrate knowledge about website functions and updating
  - c. Demonstrates knowledge of the policies governing safe and appropriate use of information and social media in LCI

The Convention Committee may consider appointing subcommittees to perform the above tasks and/or others that may be identified.

See SOCIAL MEDIA POLICY STATEMENT in the Appendix.

## **APPOINTED COMMITTEES**

**(The following Committees are appointed annually by the District Governors)  
(The Committee Chairs are appointed by the MD Council)**

### **HISTORICAL COMMITTEE**

1. **PURPOSE:** This Committee shall prepare and maintain a history of Lionism in the Multiple District and provide this information to the Council on request. This Committee shall maintain and study records of past events and maintain an up-to-date chronological record of MD 21 historical records based on its research for presentation to the Council as well as to the Publications Committee and other interested parties.
2. **BUDGET:** Any request for funds shall be submitted to the Finance and Planning Committee as provided in the procedure relating to the Finance and Planning Committee. Note: The Past District Governors' Association may provide financial assistance to the Historical Committee also if requested.
3. **GENERAL:**
  - a. The Historian of each District shall collect all material, including, but not limited to, the following: programs and any pertinent material of conferences, conventions, necrology services, cabinet meetings, club bulletins, articles from newspapers, Multiple District Publications, magazines, etc., which may pertain to his/her District.
  - b. If requested by the District Governor, the Historian shall maintain gavels, gongs, charters of closed clubs and any other material deemed appropriate or important by the Historian and District Governor of that District.
  - c. The Historian of each District shall write a biography of the current District Governor that will include the governor's name, place of birth, occupation, family, when and where he became governor, where his four cabinet meetings were held, the names of distinguished visitors, the names, place and date of all new clubs, the names of clubs whose charters were deactivated, special events that took place in his district, and any other interesting happenings. Such biography shall be completed within thirty (30) days of the close of the fiscal year and shall be compiled and kept with the Multiple District records. A copy of such compilation shall be provided to the District Governor. A special effort should be made to secure information, wherever possible, from District Governor years not presently covered.
  - d. Each Historian should seek the cooperation of the MD 21 and District Publications Committees, District Cabinet Secretaries, and the MD21 Council Secretary to procure pertinent information for the necessary reports.
  - e. It is recommended that the MD21 Historical Committee Chairperson be charged with the responsibility of making sure a "Master History" is in current status at all times.

## **PIN TRADING COMMITTEE**

1. **PURPOSE:** This Committee shall make recommendations to the Council as to trading pins, medallions, and other various and sundry items that the Council may request. The theme for the MD trading pin will be the Kachina.
  
2. **GENERAL:**
  - a. All designs for the Multiple District Pin, for the following year, must be presented to the Council.
  - b. The Council must select the Lions Pin design for the ensuing year prior to mid-year conference each year.
  - c. After selection of the design, the Chairperson of this Committee shall send full color copies to at least two (2) Lions International licensed pin manufacturers for price quotes.
  - d. When submitting full color designs to the Lions licensed pin manufacturers for a quote, a resume of the specifications shall include the following: (1) Quality of Pin Art-work, soft enamel, die struck, cloisonné pin; (2) Exact size of pin to be manufactured; (3) Type of Lions Emblem --raised or stamped; (4) Type of fastener - safety pin or clutch; (5) total amount of pins to be bid on.
  - e. After the approval of the price by the Council, the manufacturer will produce artwork for the pin.
  - f. Upon approval of the art work (design and wording), the manufacturer will produce a sample of the pin. It is important to note that once the sample is produced the only changes to the pin can be in the colors.
  - g. After final decision, the Chairperson must issue a purchase order to the successful bidder within ten (10) days after the close of the Council meeting at which the successful bidder was selected.
  - h. This Committee shall submit any requests for funds to the Finance and Planning Committee for inclusion in the annual budget. A profit and loss documented statement must be presented to the Finance and Planning Committee and to the Council Treasurer within thirty (30) days following the MD21 Annual Convention. Profits are to be credited to the Activities Account.
  - i. This Committee shall also be responsible for the sale and distribution of trading pins, etc., to the Lions of this Multiple District. The cost of such trading pins, etc., shall be set by the Council. The Committee shall be responsible for staffing a trading pin room at each Conference/Convention and shall enforce all rules of this Multiple District and/or Lions Clubs International concerning the sale of pins.
  - j. This Committee also shall recommend to the Constitution and Bylaws Committee such rules as may be necessary for inclusion in this Manual in the future concerning the sale or trading of pins in this Multiple District and such rules as may govern the Arizona Pin Trading Club.

## **PUBLICATIONS**

1. **PURPOSE:** This procedure sets forth the duties and responsibilities of the Council as it applies to the printing and publishing of publications for the Multiple District.
  
2. **GENERAL:**
  - a. The Council shall publish a Multiple District Directory and a monthly Multiple District Lion Publication known as "The Canyon State Lion."
  - b. **DIRECTORY:** The Directory shall be distributed annually within sixty (60) days after the District Governors officially take office and shall include the following:
    - (1). A roster of all Multiple District Officers and Committee Chairpersons, including title, name, address, phone number, and email address.
    - (2). A roster of District Officers and Committee Chairpersons.
    - (3). A listing of all Lions Clubs, including Club meeting place, day and time, charter date and mailing address. Also included should be the name of the new President and Secretary with phone number, and email address. The clubs submit the required information to the MD Directory representative through the PU-101 or other means.
    - (4). A roster of club members in the district along with their club affiliation and phone number.
    - (5). All Multiple District Projects, their Presidents, Secretaries, and Directors
    - (6). Affiliated organizations such as Lioness and Leos clubs and other pertinent information about Lionism.
    - (7). All Past District Governors, Past International Directors and Past International Presidents of Multiple District 21 and other Districts where known.
    - (8). The Council shall provide one copy of the Directory for each President, Secretary, and Multiple District, or District, Officer/Chairperson and one copy for each twenty (20) members of the Club; one copy for each Multiple District or District Officer/Chairperson, Presidents and Secretaries of Affiliated Lioness/Leo Clubs, Pin Traders Clubs, etc.; and five (5) copies to each of the Multiple District Projects.
  - c. **CANYON STATE LION:** This is the official publication of the Multiple District which shall be distributed monthly to each Lion in good standing.
    - (1). The Council shall select a Publisher of the Canyon State Lion to manage the production, printing, and mailing (electronically whenever possible) of the Canyon State Lion and submit invoices for these services to the Canyon State Lion Treasurer for payment.
    - (2). The Council shall appoint Lions in good standing as Editor, Advising Editor, and Treasurer of the CSL.
    - (3). Distribution of the publication shall be monthly to all MD21 Lions in good standing unless altered by the Council with notice to and approval of the MD21 Lions.
    - (4). The officers of the CSL shall be responsible to and subject to the supervision of the Council. The CSL Treasurer will establish a separate CSL Bank Account for use in all CSL financial transactions by the CSL Treasurer.
    - (5). The publication and distribution of the CSL shall be provided for in the Publication Fund. All CSL allocations of Publication Fund receipts received by the MD21 Council Treasurer will be transferred to the CSL Treasurer upon receipt or at least monthly.
    - (6). The Canyon State Lion Treasurer shall submit monthly an accounting of CSL receipts and expenditures to the Finance and Planning Committee for financial review in compliance with Article VIII, Section 7 of the MD21 Constitution and to the MD21 Council.

## **PROTOCOL, RESOLUTIONS AND PROCEDURES COMMITTEE**

1. **PURPOSE:** This Committee shall review and announce the rules applicable to the Convention. The rules shall be in form and contain the information set forth in this Procedure.
  
2. **GENERAL:**
  - a. The purpose of this Convention/Conference shall be:
    - (1). to promote fellowship and mutual understanding between all Lions, Lioness and Leos Clubs who are active members of Multiple District 21.
    - (2). to promote the objectives of Lions Clubs International.
    - (3). to rededicate ourselves to the Goals of Lionism
    - (4). to foster an understanding of Lionism so that we may answer the call to serve; and
    - (5). to inspire all delegates to exercise their right to vote at the convention..
  - b. All registered members of Lions Clubs in this Multiple District and any registered visiting Lions or guests shall be allowed to attend and actively participate in all official functions of this Convention/Conference.
  - c. All functions of this Convention/Conference shall be conducted in accordance with all of the provisions of the Lions International Constitution and Bylaws, the Multiple District Constitution and Bylaws, and Procedures Manual, and the objectives of Lions Clubs International, and any actions taken or decisions made shall be strictly in compliance therewith.
  - d. The parliamentary authority of procedure for all official functions of this Convention/Conference shall be Robert's Rules of Procedure, Newly Revised.
  - e. The official printed agenda shall be the order of business.
  - f. Proper decorum shall be maintained at all functions of this Convention/Conference. No person shall be allowed to speak without first being recognized by the presiding officer. Each speaker shall be limited to three (3) minutes, but may be permitted another three (3) minutes by decision of the presiding officer.
  - g. At no time during the Convention/Conference shall any non-Lionistic activity be permitted to be carried on. No commercial promotion of any kind shall be permitted during the Convention/Conference without prior Council approval.
  - h. Order and decorum shall be maintained by the Sergeant-At-Arms.
  - i. Hospitality rooms shall not be open during the sessions of the convention/conference as scheduled in the event program.
  - j. Raffles and other fundraising, except by the Host Committee, will be allowed only in the respective Hospitality Rooms.
  - k. These rules may be amended, modified, or suspended in whole or in part by a three-fourths (3/4) vote of the certified Lions Clubs Delegates present.
  
3. **RESOLUTIONS:**
  - a.. Other than resolutions of respect, all resolutions shall be submitted to the Resolutions Committee before the opening of the Convention/Conference.
  - b. The Resolutions Committee Chairperson, under the direction of the presiding officer of the Convention/Conference, may report such resolutions to the Convention/Conference with the Committee's recommendation.
  - c. Any resolution submitted to the Resolutions Committee prior to the Convention/Conference may be published in the Canyon State Lion whenever time allows.
  - d. All resolutions, except those prepared by the Resolutions Committee, must first have been



- submitted to and approved by either the membership, or by the Board of Directors, of a Club. A certification by the Club Secretary shall be submitted in writing together with any proposed resolution.
- e. Any resolution which affects Procedure, the MD21 Constitution or the MD21 Bylaws must be referred to the MD21 Constitution and Bylaws Committee for review by the Resolutions Committee before reporting it to the Convention/Conference. If so referred, the MD21 Constitution and Bylaws Committee may report its recommendation in lieu of a report by the Resolutions Committee.

## **SERGEANT AT ARMS**

1. **PURPOSE:** The purpose or mission of this Committee is the “Preservation of Order” at all Multiple District meetings
  - a. Convention
  - b. Conference
  - c. Elections
  - d. Others as required.
  
2. **COMMITTEE:** This committee is composed of two (2) Lions, one from each District, each appointed for a term of two (2) years. The Lion with only one-year left to serve will serve as Chairperson. This Committee has the authority to recruit as many deputies or assistants as needed for any special meeting or occasion. The Council shall approve all such appointments.
  
3. **SPECIFIC DUTIES:**
  - a. Preserve order at general or special elections, special meetings, as requested by the assembly Chairperson.
    - (1) Escort the ballot boxes to the counting room if necessary
  - b. Enforce the Rules and Procedures at all Multiple District meetings as have been adopted at said meetings.
  - c. Assist with “Greeting Parties” of visiting dignitaries, officers of Lions Clubs International or local dignitaries, at airports, train depots, etc.
  - d. Enforce the rules that have been adopted by the Council as regards the “open times” for Hospitality rooms.
  - e. Enforce the “Clean-up” rules that pertain to election campaign materials.
  - f. All performances of these and any other duties that may be prescribed or required of this Committee shall be done in the guidelines of “Good Lionism.”

## **TAIL TWISTER**

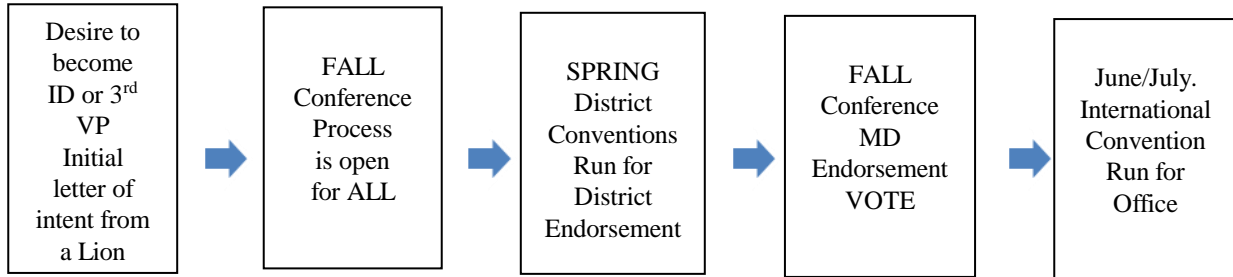
1. **PURPOSE:** Promote harmony, good fellowship, life and enthusiasm thru:
  - a. Appropriate stunts, games and the judicious imposition of fines.
  - b. Mission is to have fun and never embarrass anyone
  
2. **RESPONSIBILITIES:**
  - a. To collect fines, as directed by the presiding officer, at meetings of the Multiple District. Receipts of fines collected at Multiple District meetings go to the Council Secretary
  - b. To assist the Sergeant at Arms to maintain order, if requested and needed.

**APPENDIX**  
**TO**  
**PROCEDURES MANUAL**

The following documents are meant to expand on the main Procedures Manual.  
Some provide further explanation while others provide forms to gather  
information to carry out the MD Procedures,

## NOMINATIONS & ENDORSEMENT FOR INTERNATIONAL OFFICE

1. Deliver (by mail or in person) written notice of intention to seek such endorsement for International Director or 3<sup>rd</sup> Vice President to his/her District Governor and the multiple district Council secretary no less than 60 days prior to the convening date of the Multiple District Leadership Conference immediately preceding the District Convention where the District endorsement will be sought. (See process diagram below)



2. Notification of impending endorsement election(s) at the upcoming District Convention(s) shall be furnished in writing to each club or by a Multiple District publication (such as the Canyon State Lion) to each member who is listed on the publication rolls at least 60 days prior to the convening of the District Convention(s) where the endorsement election(s) are to be held. Notification will also be given by the Multiple District Council of Governors that the next upcoming Multiple District Mid-Year Conference will be designated as a Multiple District Special Mid-Year Convention for the purpose of electing an endorsed Multiple District candidate for the International Office being sought.
3. Once it has been announced that there will be candidate endorsement/election(s) at the upcoming District Convention(s), any other candidates may deliver letters of nomination to their District Governor and the Nominations and Elections Committee Chairpersons of his/her District and of the Multiple District up to sixty (60) days prior to the convening of their District Convention.
4. The District and Multiple District Nomination and Elections Committees shall determine if each candidate is qualified. The appropriate District Governor will be notified of the candidate's qualification determination as soon as possible.
5. Notification of the District(s) Endorsed Candidate shall be furnished in writing to each club or by Multiple District publication (such as the Canyon State Lion) to each member who is listed on the publication rolls at least 60 days prior to the convening of the Multiple District Special Mid-Year Convention where the Multiple District Endorsement Election will be held.
6. A Multiple District endorsement for International Director shall be for the next two International Conventions which includes the upcoming International Convention.
7. A Multiple District endorsement for Third Vice President or higher International Officer shall be for the two International Conventions following the upcoming International Convention.

## SOCIAL MEDIA POLICY STATEMENT

1. **PURPOSE:** This policy is intended to provide Multiple District 21 employees, volunteers, and members with clarity on the use of social media platforms.
2. **SCOPE:** Social media is online media that allows for interaction and/or participation. Examples include:
  - a. Social networking and micro-blogging sites like Facebook, Twitter, Tumblr, LinkedIn, Pinterest, and Instagram
  - b. Video and photo sharing sites like Snapchat, Flickr and YouTube
  - c. Online websites, forums and discussion blogs, including comments on online news articles
3. **BACKGROUND:** Multiple District 21 has a well-established presence across a range of social media platforms. These platforms are used as additional communication and promotion tools to complement our existing communication and marketing avenues. Social media is primarily used to provide Lions members and the general public with community interaction and an opportunity for the public to support Lions, while learning about the organization, our services, resources and campaigns.

Lions clubs are also increasingly using social media to interact with their members and communities. As with the Multiple District, social media is used in clubs, zones, and districts as a complimentary tool to other engagement and promotional activities

Lions clubs are also increasingly using social media to interact with their members and communities. As with the Multiple District, social media is used in clubs, zones, and districts as a complimentary tool to other engagement and promotional activities

3. **DEFINITIONS**
  - a. **Social Media** - For the purpose of this policy, social media is defined as ‘any conversation or activity that occurs online, where people can share information or data that might impact on Multiple District 21 or the people who use our services
  - b. **Official use** - Official use is when an employee, volunteer or Lions member is using social media as a representative of Multiple District 21
  - c. **Personal use** - Personal use is when an employee, volunteer or member is using social media as themselves, not officially representing Lions, but identifying themselves as affiliated with Lions in their online biographies, profiles or posts, or through other digital platforms. People who are employees, volunteers or members who do not identify themselves as being affiliated to Multiple District 21 are still counted as representing the organization, as the nature of the online world means they could be traced back to the organization through their online presence
4. **GUIDING PRINCIPLES:** Multiple District 21 employees, volunteers, and members are encouraged to participate in social media as it is a powerful tool to complement our other PR activities. Whenever Multiple District 21 employees, volunteers or members are interacting on social media in a capacity that clearly represents the organization, the following guiding principles should be considered:
  - a. Respond to comments and opinions respectfully and professionally
  - b. Acknowledge and correct mistakes as soon as possible. Everyone makes mistakes, but we

- should acknowledge or correct them when identified.
  - c. Disclose conflicts of interest. e.g. any paid partnerships or sponsorships should be clearly stated
  - d. Don't make statements on your Facebook or other social media pages that you wouldn't make in any other type of advertising
  - e. Be polite, considerate, kind and fair.
  - f. Avoid making misleading or false claims. Use examples and evidence where possible
  - g. Be mindful that the Lions Clubs International Board Policy applies on social media
  - h. Ensure images, videos or other content do not infringe copyright – attribute photographers or owners of content where appropriate
  - i. Ensure content does not contain spam or viruses
5. **INAPPROPRIATE USE:** Inappropriate use of social media includes (but is not limited to);
- a. Conducting a private business on Multiple District 21's social media presence
  - b. Using discriminatory, defamatory, abusive or otherwise objectionable language
  - c. Stalking, bullying, trolling or marginalizing any individual or group
  - d. Accessing or uploading pornographic, gambling or illegal content including extreme images of graphic content or information regarding activity relating to firearms, bombs, terrorism etc.
  - e. Accessing sites that promote hatred or extreme/fundamental beliefs and values
  - f. Direct political affiliation, unless an individual is running for election (but only on a personal account)
  - g. Excessive debate on public policy
  - h. Hacking or attempting to infiltrate the systems of Multiple District 21 or another organization
  - i. Criticizing or denigrating Multiple District 21, or other organizations, and our/their employees, volunteers or members
  - j. Paid endorsement of any kind, including in kind services or gifts
  - k. Activity that interferes with work commitments
6. **SOCIAL MEDIA AND DEFAMATION LAW:** Lions should be aware that defamation laws apply to the online world, including social media. Slater and Gordon (2014) recommend: "When posting on Facebook or Twitter, take the newspaper test – think of yourself as an editor of a newspaper or media outlet, because you will be just as liable if you defame someone." Defamation is defined as: "being subjected to slanderous, libelous or defamatory comments or publications that can tarnish a person's reputation."
7. **2018 - SOCIAL MEDIA POLICY STATEMENT:** Slater and Gordon go on to state five things you should know about social media defamation:
- a. In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that damages their reputation, or can make others think less of them.
  - b. Defamation is actionable regardless of the medium. A person can be defamed, for example, in print, through photos and on the internet
  - c. Defamation cases involving the internet and social media are relatively new, but the same principles apply
  - d. A person who did not create the defamatory material, but only shares it (for instance, by "retweeting" a tweet), can also be held found liable guilty of defamation

- e. There are several defenses to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread information which constitutes a hurtful and untrue statement of fact about another person

FORM MD EL-1  
DELEGATE & ALTERNATE CERTIFICATION FORM  
DISTRICT 21N or 21S (circle one)

(Insert) CONVENTION NAME AND VOTING DATE OF CONVENTION

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

YOU ARE ENTITLED TO \_\_\_\_\_ DELEGATE(S) AND \_\_\_\_\_ ALTERNATE(S) FOR A TOTAL OF \_\_\_\_\_ VOTES FROM YOUR CLUB

#1 DELEGATES: (PRINT OR TYPE NAMES)	#2 (DO NOT USE - CERTIFICATION SIGNATURE)	#3 (DO NOT USE - VOTING SIGNATURE)

S A M P L E

#1 ALTERNATES: (PRINT OR TYPE NAMES)	#2 (DO NOT USE - CERTIFICATION SIGNATURE)	#3 (DO NOT USE - VOTING SIGNATURE)

Contact the MD Elections Chair for help

WE HEREBY CERTIFY THAT THE LION(S) LISTED ABOVE HAVE BEEN DULY APPROVED AS DELEGATE(S) &/OR ALTERNATES(S) TO THE (year) SELECT EITHER ( ) DISTRICT CONVENTION OR ( ) MULTIPLE DISTRICT CONVENTION, (insert) CONVENTION LOCATION AND ADD DATE OF VOTING

signed: \_\_\_\_\_ signed: \_\_\_\_\_  
 CLUB PRESIDENT CLUB SECRETARY:  
 DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN THIS FORM TO CS INSERT NAME , INSERT RETURN BY DATE PRIOR TO YOUR DISTRICT CONVENTION OR MD21 STATE CONVENTION



FORM MD EL-2

20XX STATE CONVENTION 21N TOTAL DELEGATES / ALLOTMENT / CERTIFIED / SIGNED IN / VOTED

TOTAL CLUBS REGISTERED	CLUB NAME - USE THE FOLLOWING IDENTIFIERS FOR THE NUMBERS - N/A IF NO FORM SUBMITTED	TOTAL ELIGIBLE MEMBERSHIP BASIS	NUMBER OF DELEGATES THE CLUB WAS ISSUED	DELEGATES S/B	TOTAL NUMBER OF DELEGATES SUBMITTED PER FORM	TOTAL NUMBER OF ALTERNATES SUBMITTED PER FORM	ALLOWED TO VOTE	TOTAL NUMBER OF CLUB DELEGATES SIGNED IN	TOTAL NUMBER OF CLUB ALTERNATES SIGNED IN	TOTAL CLUB DELEGATES VOTING	TOTAL CLUB ALTERNATES VOTING	TOTAL VOTING	TOTAL NO FORMS
1													
1													
1													
1													
1													
1													
1													
1													
1													
	REGISTERED FOR DISTRICT/STATE CONV						0					0	
	OUTSTANDING BALANCE DUE LCI												
	OUTSTANDING BALANCE DUE 21S/21												
	NO DELEGATE FORMS SUBMITTED												
	CLUB DELEGATE PROBLEM												
	CLUB INFO REQUIRED												
10	TOTAL CLUBS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CLUBS REGISTERED	CLUB NAME - USE THE FOLLOWING IDENTIFIERS FOR THE NUMBERS - N/A IF NO FORM SUBMITTED	TOTAL ELIGIBLE MEMBERSHIP BASIS	NUMBER OF DELEGATES THE CLUB WAS ISSUED	DELEGATES S/B	TOTAL NUMBER OF DELEGATES SUBMITTED PER FORM	TOTAL NUMBER OF ALTERNATES SUBMITTED PER FORM	ALLOWED TO VOTE	TOTAL NUMBER OF CLUB DELEGATES SIGNED IN	TOTAL NUMBER OF CLUB ALTERNATES SIGNED IN	TOTAL CLUB DELEGATES VOTING	TOTAL CLUB ALTERNATES VOTING	TOTAL VOTING	TOTAL NO FORMS

SAMPLE

Contact the MD Elections Chair for help

**FORM MD EL-3**  
**MULTIPLE DISTRICT 21 STATE CONVENTION - DISTRICT**  
**DATE**

**ENTER YEAR-YEAR LIONS YEAR ELECTION RESULTS TO MD 21 COUNCIL**

TO: COUNCIL CHAIR, **ENTER NAME**  
 COUNCIL SECRETARY, **DG ENTER NAME**

FROM: LION **ENTER NAME**, CHAIR  
 MD-21 NOMINATIONS & ELECTIONS

Voting took place this morning, **ENTER DAY, MONTH DAY YEAR**, during the Multiple District 21 State Convention held at the **ENTER HOTEL, CITY**, Arizona. The following are the election results of the voting delegates in each sub-district for the State Project's, Boards of Directors.

**DISTRICT 21N** Certified by **ENTER CAB SEC NAME** \_\_\_\_\_

\_\_\_\_\_ TOTAL ELIGIBLE DELEGATES  
 \_\_\_\_\_ TOTAL CERTIFIED DELEGATES  
 \_\_\_\_\_ TOTAL CERTIFIED ALTERNATES  
 \_\_\_\_\_ TOTAL VOTES CAST

NAME OF THE PROJECT:					
<b>LIONS FOUNDATION OF ARIZONA, VOTES RECEIVED, (*Winner's)</b>					
(# OF 3-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
3 YEAR TERM – <b>ENTER NAME</b>					
3 YEAR TERM – <b>ENTER NAME</b>					
(# OF 2-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
2 YEAR TERM – <b>ENTER NAME OR</b>					
(2-YEAR TERM LIMIT) NO ELECTIONS					
(# OF 1-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
1 YEAR TERM – <b>ENTER NAME OR</b>					
(1-YEAR TERM LIMIT) NO ELECTIONS					
<b>LIONS VISION &amp; HEARING FOUNDATION, VOTES RECEIVED, (*Winner/s)</b>					
(# OF 3-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
3 YEAR TERM – <b>ENTER NAME</b>					
3 YEAR TERM – <b>ENTER NAME</b>					
(# OF 2-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
2 YEAR TERM – <b>ENTER NAME OR</b>					
(2-YEAR TERM LIMIT) NO ELECTIONS					

(# OF 1-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
1 YEAR TERM – <b>ENTER NAME OR</b>					
(1-YEAR TERM LIMIT) NO ELECTIONS					
<b>LIONS CAMP TATIYEE FOUNDATION, VOTES RECEIVED, (*Winner/s)</b>					
(# OF 3-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
3 YEAR TERM – <b>ENTER NAME</b>					
3 YEAR TERM – <b>ENTER NAME</b>					
(# OF 2-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
2 YEAR TERM – <b>ENTER NAME OR</b>					
(2-YEAR TERM LIMIT) NO ELECTIONS					

(# OF 1-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
1 YEAR TERM – ENTER NAME OR					
(1-YEAR TERM LIMIT) NO ELECTIONS					
<b>MELVIN JONES LIONS INT'L MEMORIAL, VOTES RECEIVED, (*Winner/s)</b>					
(# OF 3-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
3 YEAR TERM – ENTER NAME					
3 YEAR TERM – ENTER NAME					
(# OF 2-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
2 YEAR TERM – ENTER NAME OR					
(2-YEAR TERM LIMIT) NO ELECTIONS					
(# OF 1-YEAR VACANCIES)	YES	NO	ABSTAIN	SPOILED	VOID
1 YEAR TERM – ENTER NAME OR					
(1-YEAR TERM LIMIT) NO ELECTIONS					
<b>FORM MD EL-9</b>					

**FORM MD FP-1  
MULTIPLE DISTRICT FINANCIAL REVIEW STATEMENT**

**DATE** \_\_\_\_\_, **20** \_\_\_\_\_

<b><u>RECEIPTS</u></b>	<b>BUDGET</b>	<b>ACTUAL</b>
Previous Administration	_____	_____
General Administration Fund	_____	_____
Dues Income	_____	_____
Multiple District Committee	_____	_____
Other	_____	_____
<b>TOTAL ADMINISTRATION</b>	_____	_____

<b><u>CONVENTION FUND</u></b>		
Dues Income	_____	_____
Convention/Conference left over fees	_____	_____
<b>TOTAL CONVENTION</b>	_____	_____

<b><u>PUBLICITY FUND</u></b>		
Dues Income	_____	_____
Other	_____	_____
<b>TOTAL PUBLICITY</b>	_____	_____

<b><u>PROMOTION FUND</u></b>		
Dues Income	_____	_____
Speaker's Training	_____	_____
Other	_____	_____
<b>TOTAL PROMOTION</b>	_____	_____

<b><u>ACTIVITIES FUND</u></b>		
Dues Income	_____	_____
Flags	_____	_____
Trading Pins	_____	_____
Other	_____	_____
<b>TOTAL ACTIVITIES</b>	_____	_____
Drug/Lions Quest Fund	_____	_____
<b>GRAND TOTAL</b>	_____	_____

S A M P L E

<b><u>DISBURSEMENTS</u></b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b><u>General Administrative Fund</u></b>		
Transfer to succeeding Administration	_____	_____
Gifts/Award	_____	_____
Council Chairperson	_____	_____
Multiple District Committees	_____	_____
D.G. Travel to M.D. Projects	_____	_____
Vice Governor Council Meetings	_____	_____
I.P.D.G. Council Meetings	_____	_____
Officers' Bond	_____	_____
Supplies	_____	_____
Postage and Telephone	_____	_____
Council Administrator (Secy/Treas)	_____	_____
Other	_____	_____
<b>TOTALS ADMINISTRATION</b>	_____	_____

<b><u>Convention Fund</u></b>	<b>BUDGET</b>	<b>ACTUAL</b>
Awards	_____	_____
Minutes Expense	_____	_____

Mailing Expense	_____	_____
Printing	_____	_____
Badges	_____	_____
International Officers' Gifts	_____	_____
Governor's Conv/Conference Expense	_____	_____
Election Expense	_____	_____
Other	_____	_____
<b>TOTAL CONVENTION</b>	_____	_____

**PUBLICATION FUND**

Canyon State Lion	_____	_____
Multiple District Directory	_____	_____
Constitution/Bylaws, Procedures	_____	_____
Other Publications	_____	_____
<b>TOTALS PUBLICATIONS</b>	_____	_____

**PROMOTION FUND**

Governor-elect to International	_____	_____
District Governor to International	_____	_____
Convention Chairperson to International	_____	_____
District Governors to USA/Canada Forum	_____	_____
Vice Governors to USA/Canada Forum	_____	_____
Reception at International	_____	_____
Gifts to International Family-Annual	_____	_____
MD 21 Luncheon/Breakfast	_____	_____
Leadership Training	_____	_____
Speakers' Training	_____	_____
District Governor's School	_____	_____
Train the Trainer	_____	_____
Other	_____	_____
<b>TOTALS PROMOTIONS</b>	_____	_____

S A M P L E

**ACTIVITIES FUND**

Flags	_____	_____
Trading Pins	_____	_____
<b>TOTALS ACTIVITIES</b>	_____	_____
<b>GRAND TOTALS</b>	_____	_____

Current Bank Statement Balance \$ _____	Account Number _____
Checkbook Balance \$ _____	
Outstanding Checks \$ _____	
Balance in Money Mkt Account \$ _____	Account Number _____
Name of Depository _____	<b>TOTAL ALL FUNDS \$ _____</b>
<b>Total all Funds</b>	<b>\$ _____</b>

FORM MD FP-2

DISTRICT FINANCIAL REVIEW STATEMENT

Date \_\_\_\_\_, 20\_\_

**RECEIPTS**

**BUDGET      ACTUAL**

From Previous Administration	_____	_____
Per Capita Tax, Multiple District	_____	_____
Per Capita Tax, District	_____	_____
Other	_____	_____
<b>Total Revenue Available</b>	_____	_____

**EXPENDITURES**

S A M P L E

Per Capita Tax, Multiple District		
Merchandise Purchased		
Awards and Trophies	_____	_____
Printing and Office Supplies	_____	_____
D.G. Cabinet Meeting Expense	_____	_____
CST Cabinet Meeting Expense	_____	_____
CST Multiple District Meeting Expense	_____	_____
Gifts to Speakers	_____	_____
Committee Expense	_____	_____
Other	_____	_____
<b>Total Expenditures</b>	_____	_____
<b>Balance at the end of the year</b>	_____	_____
<b>Available for succeeding Administration</b>	_____	_____

**Name of Bank (Checking Account)** \_\_\_\_\_

**FORM MD FP-3**

**MULTIPLE DISTRICT REVIEW STATEMENT**

**Date** \_\_\_\_\_, 20\_\_

To the Lions of Multiple District 21:

We have examined the books and records of Multiple District 21.

Our examination was made in accordance with generally accepted financial review standards and accordingly included such tests of the accounting records as checking expenditures against Articles VII, VIII, IX, and the Appendix, Exhibit "B" of the Multiple District Bylaws; Rules of Financial Review in the Procedures Manual; and such other financial review procedures based on good business practices and the principles of Lionism.

In our opinion, the records of the Multiple District 21 accurately reflect the financial position of the Multiple District 21 as of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Finance & Planning Committee Chairperson 21-N

S A M P L E

\_\_\_\_\_  
Finance & Planning Committee Chairperson 21-S

Note: In the event that the Finance and Planning Committee cannot sign the above statement, they must make a full documented report to the succeeding Multiple District Council.

**FORM MD FP-4**

**MULTIPLE DISTRICT COMMITTEES FINANCIAL REVIEW STATEMENT**

**Date** \_\_\_\_\_, **20**\_\_\_\_

To the Lions of Multiple District 21 (or District 21-(N or S):

This statement should include the following:

- a. Revenue received.
- b. Revenue due and from whom.
- c. Expenses paid.
- d. Expenses due and to whom.
- e. Who is responsible for collecting any monies due the Multiple District/District?
- f. A statement as to any discrepancy noted and any additional comments by the Finance and Planning Committee.

\_\_\_\_\_  
Finance & Planning Committee Chairperson 21-N

\_\_\_\_\_  
Finance & Planning Committee Chairperson 21-S

**S A M P L E**



FORM MD FP-5

MULTIPLE DISTRICT PROJECT FINANCIAL REVIEW STATEMENT

Date \_\_\_\_\_, 20\_\_

To: The Multiple District Council

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have reviewed the outside Financial Review of the Multiple District Project

\_\_\_\_\_ dated \_\_\_\_\_, 20\_\_.

Statement of opinion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **S A M P L E** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Include a statement of opinion as to whether or not the project should continue to operate under the Lions of the Multiple District.

Sincerely,

\_\_\_\_\_, 20\_\_  
Finance & Planning Committee Chairperson 21-N

\_\_\_\_\_, 20\_\_  
Finance & Planning Committee Chairperson 21-S

Note: As a general rule, each committee person should date his/her signature, which may be different from the date the report was prepared.