



# **POLICY MANUAL MULTIPLE DISTRICT 49**



**As Updated at the Council Meeting  
in North Pole, Ak, Feb 18, 2012**

## **PREAMBLE**

**The Policy Manual is an administrative guideline that provides the Council with outlines of operational procedures. In the event that there is a conflict with the current Multiple District 49 Constitution and By-Laws and/or the International Association of Lions Clubs Constitution and By-Laws then those documents will take precedent over this Policy Manual.**

### **I). ADMINISTRATION:**

#### **A. Policy Manual Updating or Revisions:**

1). This policy manual may be updated at each regularly called meeting of the Council of Governors. Policy manual Updating or Revisions can only be made by members of the Council. Such revisions must be in accordance with the current Constitution and By-Laws of Multiple District 49, and further comply with the added constraints in 2). Following.

2). The policy manual updating procedure is as follows. A written revision must be presented to the Secretary/Treasurer of the Council at least thirty (30) days prior to the next Council meeting. The proposed written revision will be immediately forwarded to the Council members for review. Should any Council member feel sufficient information necessary to make a decision is not present, they shall notify the Secretary/Treasurer of the Council, and the proposed revision shall be referred back to the submitting authority for the information required and requested. Should sufficient information be present the Secretary/Treasurer of the Council will forward the proposed revisions to all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and each Lions Club throughout the Multiple District. The proposed revisions will be sent to the President of each Lions club within the Multiple District, this will be considered as being sent to each respective Lions club within the Multiple District no later than 15 days prior to the next regularly scheduled meeting of the Council of Governors.

NOTE: Should a proposed change be necessary to the betterment of MD49, and the time table described in sub-paragraph 2) above be counter-productive to the interests of MD49, the Council of Governors may choose to waive all or part of the requirements of sub-paragraph 2) by way of a separate motion, prior to addressing the proposed change in accordance with sub-paragraph 3) below.

3). The Council will address the proposed change at the next regularly scheduled meeting. The proposed changed will be addressed in the form of a motion. While the motion is under

discussion, the Council will elicit advice from any and/or all MD49 Lions members present. MD49 Lions members offering advice on the proposed change should preface their comments with one of the following recommendations: 1). Do accept as proposed, or 2). Do accept with the following revisions or 3). Do not accept. Following the vote on the motion, the decision of the Council will be final.

4). Revisions to the policy manual will become effective immediately upon approval of the Council and will remain into effect until rescinded by the sitting or future Council of Governors provided the provisions in sub-paragraph 2) above are followed.

## **B. Meetings;**

1). All meetings of the Council shall and will be open meetings to all Lions of the Multiple District. No business or meetings can be conducted in closed sessions except for the following conditions. **CONDITION:** An Executive session may be called which would be restricted to the Council, Council Chairman, and current District Governors, and no one else, to discuss a personality conflict. Once this has been resolved then the Council **must** report the result of the executive session to all those present at the regular scheduled meeting of the Council. Any action in the Executive session meeting must be confirmed in an open meeting through the regular parliamentary procedures.

2). An Executive session shall mean a session in which no minutes are taken and are for the purposes of resolving a personality conflict, interview for an administrative position and/or reviewing written proposals by Clubs, Individual Lions, Businesses or other enterprises in which the discussion shall revolve around.

3). If one Lion is invited to sit in on an Executive Session then all Lions present shall be allowed to sit in on the session. The exception being **interviewing an individual for a position** then only that person shall attend the Executive Session.

## **C. Legal and Reporting:**

1). Reports and Legal Requirements: To meet certain legal and reporting requirements the Council of Governors are responsible to submit various reports within specific time frame as identified in paragraphs 2) through 7) below. Failure to do so could result in Internal Revenue Service penalties, loss of Internal Revenue Service tax exempt status and the Lions Clubs Multiple District 49 would not be in compliance with International Association of Lions Clubs and Multiple District 49 Constitutions and Bylaws.

2). The Council of Governors Chairperson shall be responsible through the Council Secretary/Treasurer to ensure that the financial records for the Internal Revenue Service Tax filing for their fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) are presented to a CPA to prepare the Multiple District 49 tax return, and that said filing is mailed to the Internal Revenue Service prior to any deadlines. The Council of Governors shall approve the CPA who shall prepare the filing and funds will be budgeted to cover this expense and turned over to the new Council of

Governors. Financial data will be turned over to the CPA no later than September 1<sup>st</sup> of each year.

3). All administrative and financial records shall be turned over to the new council within sixty (60) days of the end of the fiscal year.

4). A final audit of the administrative year should be made and reported to the council at the first scheduled meeting of the new Council of Governors. This audit shall include the Multiple District 49 Convention Report.

5). Within sixty (60) days after the close of the Multiple District 49 Convention, an official report thereof shall be mailed or emailed with receipt, to the International Association of Lions Clubs and each Club in Multiple District 49 by the Council, or at its direction, the Council Secretary/Treasurer.

6). All Minutes of all Council meetings must be reported in a timely manner. **Ten days** from the date of the Council meeting the minutes shall be presented to the Council, all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and the President of all Lions Clubs within Multiple District 49. The Council Secretary/Treasurer shall supply copies of the minutes to the District Secretaries for distribution. Notification may be by email.

7). The Council of Governors shall receive from the host committee a complete financial report of the Multiple District 49 Convention within forty-five (45) days of the close of the convention.

8). The current Council of Governors shall monitor the above reporting and administrative requirements from the previous Council of Governors by placing each item in Para 1.c, 2 through 7 in the Council of Governors meeting agendas and reflecting the status of each item in the Council of Governors minutes the items are completed. The previous Council of Governors will provide a filed copy of tax returns to the current Council of Governors along with receipt, and such will be reflected in the minutes of the next regular Council of Governors meeting.

#### **D. Trading Pins:**

1). Trading Pins will follow the format as prescribed by the Council. The trading pins will be photo etched, die struck, or whatever type the Council decides.

2). A committee of three, appointed by the Council, will determine the preliminary features of the pin with the final decision by the Council as to design and type. The committee will also review all bid documents from submitting companies and give their recommendations to the Council.

3). Each bidding company will be given **45 days** to present a sample pin based upon the design as declared by the Council. The bidding companies will also provide, with their bid, a

quantity cost breakdown based, upon per pin, per 500 pins, per 1,000 pins per 2,500 pins and per 5,000 pins.

4). The committee will give their recommendations to the Council and the Council will make the final decision on the pin, design, colors, etc. and award said contract to the winning bidding company. Each pin will have a double butterfly type fasteners on the back.

5). Trading pins will be sold through each sub-district to each Lion on the following basis: Cost as determined by the price per pin by the Council, a price for quantities of 100 or more as determined by the Council, and a price per 500 as determined by the Council. The Council has suggested the following price scale. Price of 1 to 100 pin as determined by the Council, 100 to 500 pins at a price above actual cost suggested at 10 cents US and 500 and above at a price cost suggested at 05 cents US above price per pin to the Council. Postage will be charged above and beyond the cost of the Pin(s) as purchased by Individual Lions.

6). Resale of pins by Lions who buy more than one is strictly prohibited. The pins are to be used as trading material at the Multiple District, International Convention, and the USA-Canada Lions Forum.

## **II). FINANCES:**

### **A. Auditing:**

1). All accounts of the Council should be reconciled on a monthly basis and a financial report made to the Council at each meeting. An audit of the records of the Council should be made and reported at each Council Meeting. A final Audit of the administrative year should be made to the Council at the **first scheduled meeting of the new Council.** This audit to include the Convention financial report as well as the general fund of the Council.

2). Auditing will be done by the finance committee appointed and approved by the Council. The Auditing committee will consist of Past District Governors

**B. Currency:** The Council funds must be maintained in the Currency of the United States of America (US\$). Conversion of other National Currencies shall be made at the rate of exchange at the date of transfer of such funds into US\$.

### **C. Multiple District Convention Finances.**

1.) The appointed financial committee shall oversee the financial provisions of the Host Lions Club(s) of the Multiple District Convention and assist such a group in providing stability and sound expenditures in the conducting of the Convention Committee. The Financial Committee must report to the Council Secretary/Treasurer on a regular basis on the progress, financially, of the Convention Committee.

2). Provide a Convention financial report in a timely manner after the close of the convention following the requirements of the Multiple District Constitution and By-Laws. The

Constitution and By-Laws of Multiple District 49 stipulate a 45 day time period for the convention financial report to be made.

3). The Council Secretary/Treasurer will report the findings of the Financial Committee on the Multiple District Convention to all members of the Council  
In writing.

**D. Disbursements:**

1). Disbursement shall be made only with the presentation of a travel voucher which will include all transportation, lodging and catering bills and other out of pocket expenses occur with receipts attached. Said Disbursement only to be made when said expenses are approved by the Council.

2). The rules of audit shall apply. Such rules of audit that apply are the same rules that apply to the District governor expenses as approved and set forth by Lions International.

3). Any deviation from this procedure a written formal explanation shall be given. Only the Council upon adequate deliberation can a deviation be made. The Council may request additional information in which the subject of the deviation must supply or the Council may request the Finance Committee makes a recommendation to the Council involving any deviation.

**III. APPOINTMENTS:**

A. Appointments shall be made by the Council Chairman and approved by the Council as soon as possible after assuming office.

B. The Council Secretary/Treasurer shall be either a Past International Director, or Past Council Chairman, or Past District governor.

C. The Secretary/Treasurer of the Council shall keep all minutes, financial records, and such other records as may be necessary such as but not limited to correspondence, appointments and other pertinent records as may be directed by the Council Chairman and the Council.

D. Appointments, other than the Council Secretary/Treasurer, should be made first to a Past International Director, Past Council Chairman or Past District Governor. If none are available then and then only a Lion may fill a position by appointment by the Council on the basis of the best Lion to fill the position and this should not necessarily be on a District A then District B basis. It should be the best Lion for the position regardless of the District within the Multiple District.

E. Appointment of Committee Chairmen or members of a committee as mandated by the International Association of Lions Clubs and trained by personnel of the International Association of Lions Clubs may not resign such position for purposes of running for or holding other offices of the Multiple District or any Sub-District office until the term of such appointment is fully completed.

F. Only the Council has the authority for revocation for change of an appointment to a position within the Multiple District. Such revocation or change notification should be made in writing to the approved appointee(s) in writing and state the reasons for said revocation or change. The revocation or change of an appointment must be approved by the Council at a regular Council meeting.

#### IV). MULTIPLE DISTRICT CONVENTION.

##### A. Bid Process, Bid Form.

1). Bids for the Multiple District Convention shall be presented and voted upon not less than five (5) years in advance. Bid locations may be accepted for future conventions as many as eight (8) years in advance.

2). Bids from designated Districts, following the proper rotation, shall be received prior to the **3<sup>rd</sup> Quarter Council Meeting**. The Council will then notify each Lions Club of the Multiple District of the locations being voted upon for the Multiple District Convention.

##### 3). Convention Committee.

a). The Council will appoint a convention committee in two parts, one for District 49-A and one for District 49-B to seek bids on conventions well in advance of actual convention dates. (see paragraph one 1). The committees shall consist of at least three (3) but not more than five (5) Past District Governors. At least two (2) of the Past District Governors shall have experience in putting on the Multiple District Convention. Past District Governors shall be rotated at the pleasure of the Council. Rotation shall be limited to one (1) Past District Governor in a Committee of three (3) and two Past District Governors in a Committee of five (5).

b). It shall be the duties of these committees to secure bids from various convention bureaus and or facilities that are capable of handling the Multiple District Convention within their respective Districts and report same to the Council.

c). Upon approval by the Council of the bids received the Convention Committees shall proceed to put the convention in order with the selected facility. The Committees shall ask for and select various Lions Clubs within the selected Convention area to assist and work with the Committee to put on the Convention. The Lion Clubs so selected shall have no financial responsibility for the convention in working with the Convention Committee.

4). All bids for the Multiple District Convention shall be on an approved bid form as designed by the Council. Said bid form shall include a “time” checklist that will provide guidance to both the Council and the Convention Committee for planning purposes.

5). Contracts, if any, shall be signed by the Chairperson of the Convention Committee and countersigned by the Council Chairman to be valid and binding. Such contracts must have approval and recommendations yeah or nay with change recommendations from the Convention

Committee. Such approval shall be in writing and presented at the same time as with contracts, if any.

**B.** The Convention Committee of the Multiple District Convention shall be given guidelines by the Council in a timely manner, at least one year prior to the convention, as to the time element and content of the convention. The convention agenda should be well in place by the time requirement.

**C.** The Convention Committee's shall set up a financial committee to work with each of the bidding facilities on the selected dates of the convention, and make sure the cost of the convention be kept in line that will attract the maximum amount of participation by the Lions of the Multiple District. Each finance committee working through the Convention Committee shall stay in place for the duration of that particular convention date that it has been appointed to oversee.

**D.** The Convention Committee shall report on a regular basis the progress of the Convention. This report must consist of the agenda, space allotment, housing, catering and such other facilities and equipment that may be necessary to put on a most successful convention; Such report should be prepared in writing at least ten (10) days prior to each Council meeting. The Convention Committee shall report to the Council on each of the Convention dates within its realm of operation in chronological order giving the financial status of each as well as the proposed agenda of each convention.

#### **E. Failure to Perform**

**1).** Any Past District Governor appointed to the Convention Committee who fails to perform their required duties shall be replaced upon recommendation by the Convention Committee to the Council.

**2).** Any Lion who is on a sub-committee and fails to perform their required duties shall be replaced on that sub-committee by the Convention Committee. Such replacement shall be reported to the Council by the Convention Committee Chair.

**F.** In the event the Convention Committee determines that it has irreconcilable differences with the facility operators and other facilities are not available in that particular area the bidding process shall be re-instituted for the replacement site of the Multiple District Convention. This shall be reported to the Council with documentation stating the differences of operations in what was contracted for and what is being proposed. The final decision shall rest with the Council.

**G.** Only those raffles, auctions or other gimmicks for financial consideration shall be handled by the Convention Committee. No other outside of the convention group shall be permitted to promote auctions, raffles or other financial gaining gimmicks.

**H.** Club paraphernalia on display at the Convention shall be off limits to all other Lions and Lion Clubs for theft or other activities that would mar the harmony of the Convention.

**I.** The convention application form should be reviewed and up dated as appears be applicable. Such review and/or up date must be approved by the Council.

**J.** The Multiple District Convention shall contain the following activities.

- 1). General assembly on opening day.
- 2). Flag Ceremony
- 3). Necrology
- 4). Elections
- 5). Sub District Conventions
- 6). Training
- 7). Final report of the Convention and the various committees of the Council.
- 8). Social Functions
  - a). Ice Breaker on Wednesday evening preceding the opening of the Convention.
  - b). Sub District Awards Banquet.
  - c). Multiple District Governors Banquet.
  - d). Such other functions as may be determined by the Convention Committee and approved by the Council.

**K. Expenses:**

1). International Guest: The convention committee will arrange for accommodations at the Convention Hotel as well as complimentary Hospitality booklet for both the Guest and Spouse as well as all other expenses that may be incurred by the International Guest and Spouse. Special arrangements should be made for the International Guests room including appropriate flowers, fruit/food basket and beverage(s). This expense is also borne by the Convention.

2). Council Chairman: The convention committee will arrange for accommodations and complimentary hospitality booklet(s) for the Council Chairman and spouse.

3). Sub-District Governors: Expense of the Sub-District Governors is the responsibility of each of the Sub-Districts. The Multiple District Convention or the Multiple District will not incur any expenses for the Sub-District Governors. **Note:** Upon proper submission of expense reports to Lions International, expenses in accordance to the Rules of Audit will be provided.

**L. Multiple District Paraphernalia**

1). Multiple District paraphernalia include: Convention Bell and Gavel, Wheelbarrow, five (5) Flag Set and Banner, the Multiple District Dog Sled, and the International Flag Set, including stands, flag poles, carriers, and shipping containers.

2). Responsibility for the paraphernalia is assumed by the upcoming administration. This responsibility begins at the close of the Multiple District Convention for all items, with the exception of those that will be used at the International Convention, (usually the five (5) Flag Set and the Banner), which will continue to be the responsibility of the current Council until After the International Convention when they are turned over to the new Council. Transportation arrangements should be coordinated in advance with the new Council.



3). The responsibility will include, as mentioned above, transportation, as well as storage,, cleanliness, replacement and additional flags for newly accepted nations, or updates of flags.

**M. Past District Governors Breakfast at the Multiple District Convention.** The Past District Governors breakfast is a part of the Multiple District Convention and is organized by the host District Past District Governors. The breakfast is held in conjunction with the voting in an effort to encourage participation. The revenue from this activity is dedicated to a worthy Multiple district project at the discretion of the Past District Governors, voted upon by the Past District Governors as a body at the Convention.

**V). INTERNATIONAL CONVENTION.**

**A. Council of Governors:** The Council in administrative control shall provide all the direction of activity at the International Convention. The Incoming Council shall assist but will have no authority to act. This is the responsibility of the existing Council. The incoming Council does not take office until the moment that the incoming District Governors are sworn in as the now in place District Officer. The same pertains to the Council Chairman.

**B. Council Chairman:** The Council Chairman is the political head of the Multiple District and is so recognized by Lions International. The Council Chairman shall work with the Past International Directors in such matters of political acumen as may be necessary.

**C. Parade Dress:** International Parade dress shall be specified by the Council at least nine (9) months prior to the event so that the participants have adequate time to acquire such dress and or paraphernalia as may be required.

**D. International Convention Flags:** International Convention flags shall consist of the National Flags of the Multiple District along with the Provincial, State, Territorial, and Region flag as represented within the Multiple District. These flags shall be displayed at all functions of the Multiple District at the International Convention.. It shall be the responsibility of the Council to make certain such paraphernalia is at the International Convention. It shall be the responsibility of the new Council to return to the Multiple District all paraphernalia from the International Convention.

Note: The dog sled shall be taken to each convention to head the delegate parade if such unit is financially feasible to ship to the International Convention site and return to the Multiple District Council of Governors. This decision shall be made by the Council prior to the International Convention and in conjunction with the parade entry request.

**E. International Director(s)** The International Director, Immediate Past International Director or the most current Past International Director is the point of communication between the Multiple District Council and Council Chairman and the Board and Executive Board of Lions International. Their directions or suggestions should be closely adhered to for harmony between the Multiple District and the International Board. Political acumen is most paramount in this area.

## **F. Caucus Breakfast:**

**1). Time Element:** A caucus breakfast will be held on second morning of the International Convention. Arrangements for such function are the responsibility of the Council Chairman who will keep the Council informed of negotiations. The Council will make the final approval on the International Convention Breakfast.

**2). Expenses:** No expense shall be incurred by the Council for this function. This function financially shall stand on its own two feet.

## **VI. POLITICAL UNDERSTANDING.**

### **A. Political Protocol:**

**1). Council Chairman:** The Council Chairman is the political and administrative leader of Multiple District 49. The Council Chairman as political leader works with and through the current International Director, or Immediate Past International Director, or the most recent Past International Director in communication with the International Association of Lions Clubs political arena.

**2). International Director:** The current International Director will work with the Council Chairman and Council in communication with the political arena of Lions International. This includes but is not limited to candidates for the various offices of Lions International Executive Committee and Board of Directors. Keep the Council Chairman and Council informed of all activities being proposed at the International level as it concerns all Lions as well as the Multiple District and Sub Districts

**3). Immediate Past International Director:** The current Immediate Past International Director will work with the Council Chairman and Council in the political arena of Lions International, communication with other Executive Board officers, International Directors, Past International Presidents and Past International Directors. This will include but not be limited to communications, directives, appointments and initiatives that pertains to the Multiple District, Districts within the Multiple District and the Lions in general.

**4). Past International Director(s)** The most recent PID is the International representative for the Council Chairman and Council at the International level if there is no current Director on the Board or Immediate Past International Director. The Past International Directors will communication with International Executive Committee and the Board and other PID's upon request of the Council Chairman or the Council.

**5). District Governors:** The District Governors are the governing body of the Multiple District. As such they are responsible for determining the direction the Council and the Multiple District will take in the administrative and political field. The District Governors have the vote on all issues coming before the Council. The Council Chairman will only vote in the event of a tie among the Governors.

In the political arena at the International level will work with and through the International officers within the Multiple District following the ranking procedure. This ranking procedure is as follows;

- 1). International Director
- 2). Immediate Past International Director
- 3). The most current Past International Director
- 4). The ranking of other Past International Directors in order of their service on the International Board. With the most recent being in line on a seniority basis and so forth.

**B. International Guest Speaker Invitations:** The current International Director, or Immediate Past International Director or most recent Past International Director at the request of the Council Chairman will invite and coordinate for an International Speaker for the Multiple District convention. At the request of the Sub-District Governors the International Director, or Immediate Past International director or most recent Past International Director will invite and coordinate an International Speaker for each Sub-District Mid-Winter Conference. Convention and Conference dates must be established at the earliest date (as least 4 years in advance) to afford the necessary time to invite guests that are best suited for Multiple District 49.

**C. Candidates:** A candidate running for an International Office, International Director or Second Vice President, must keep the Council Chairman informed of their activities. The Council Chairman, where possible, will accompany the candidate on their rounds of campaigning at the International Convention.

**D. Political Assemblies:** At all political meetings at the International level the representative will be the Council Chairman. Who will report the position of Multiple District 49. **Protocol:** If an International Director, or Immediate Past International Director, or Past International Directors are present the Council Chairman will ask that individual (in order of rank) to chair the meeting.

**E. Delegates and Alternates:** The Multiple District Delegates and Alternates as well as convention attendees will conform to the political direction as proposed by the Council.

**F. International Awards:** Each year there is an opportunity to submit names of outstanding Lions to receive recognition from the International President. The number of awards available is determined by the total Multiple District membership. Based on current membership, two such awards are usually available, one Presidential and one Leadership. The policy has been to rotate these awards between the Sub-Districts. This activity is coordinated through an International Director or Immediate Past International Director, or the most recent Past International Director who solicits a name from each District Governor with sufficient justification to be forwarded to the International Presidents office for consideration. The name of potential recipients is considered confidential and not revealed until they are presented. Submissions of names are usually accomplished during the month of January. International awards, that are approved, and made available for presentation, are normally done by the International Guest at the Multiple District Convention in May.

**G. Multiple District 49 Awards:** Each year there is an opportunity for the District Governors to submit an outstanding Lion to receive special recognition through the MD49 Council of the Governors for advancement of the Knights of the Blind charge by Helen Keller through outstanding service in vision. The award shall be a Helen Keller Sight Award fellowship sponsored by the Aurora Borealis Lions Foundation. The name of potential recipients is considered confidential and not revealed until they are presented. Submissions of names are usually accomplished and approved by the MD49 Council of the Governors prior to the MD49 Convention. Time between ordering and delivery is normally 6 weeks. Presentation are normally done by the International Guest at the Multiple District Convention Banquet. Cost of this award is borne by the submitting district

## **VII. GLOBAL LEADERSHIP.**

**PREAMBLE:** Leadership is the cornerstone to sustaining a vibrant Multiple District of Lions Clubs, which is not only responsive to providing humanitarian services needed by their respective communities, but is also just as responsive to fostering the self perpetuation of its membership, all while anchoring themselves in the Lions Clubs International's mission, objects and code of ethics.

### **1. Philosophical Tenets.** We believe:

- A.** Every Lion has the capacity for leadership;
- B.** We can help Lions achieve their leadership potential;
- C.** Our leadership programs make a tangible difference for Lions on every level from local to international communities and from personal to professional life;
- D.** Strong, good leadership will always develop a good organization's culture. That culture will demand excellence. Excellence will produce good service. Excellence in community service is our brand.

**2. Council of Governors' Charge:** Through vision, purpose and action the Council of Governors are charged to promote and safeguard the reputation of Lions Clubs International. They are charged to deliberately respond to the following responsibilities:

- A.** At all times the leadership will develop policies or programs that further the purpose of Lions Clubs International;
- B.** Institutionalize an active leadership development program through policy, funding, evaluation and continuous improvement.

**3. Focus.** Develop a leadership development program that actively and continuously addresses the needs of the individual Lion, Clubs, Zones, Areas, Districts and the collective multiple District as it relates to expanding humanitarian services throughout Council of Governors49.

**4. Oversight.** Long term service is found first and foremost in leadership. The Council of Governors will establish a network of leadership teams across the MD, for every Lions Club. The Global Leadership Team network will be based on a 3-person team at each level.

- A.** Through an annual leadership strategy review, the Council of Governors will establish Areas of focus for the designated Multiple District 49 leadership team members to act on:

- 1) **Leadership [A]**. Includes Areas which primarily focus on higher level academics for emerging and progressing leaders;
- 2) **Club Excellence [B]**. Includes Areas which help a Club operate more successful;
- 3) **Great Service [C]**. Includes Areas which enable Lions to more effectively plan and execute fund raisers and service projects.

**B.** Establish a Multiple District 49 leadership team of nine (9); comprised of:

- 1) Council of Governors Selected:
  - a) **[A]** Immediate Past Council Chair will serve as the senior leadership chair;
  - b) **[B]** An upcoming candidate for Council Chair;
  - c) **[C]** A graduate of an LCI senior leadership institute.
- 2) District Governor Selected: (in each sub-District)
  - a) **[A]** Second Vice District Governor will serve as the senior District leadership chair;
  - b) **[B]** Stellar Past Zone Chair;
  - c) **[C]** A graduate of the MD Leadership Academy.
- 3) Each year the collective team will publish a 1-page summary of leadership development goals for the upcoming Lions year. Due July 1<sup>st</sup>.

**C. Club. Each Club will assign a member to the three focus Areas.**

- 1) **[A] First Vice President (Rotate every years)**
- 2) **[B] First Year Director (Rotate every 2 years)**
- 3) **[C] Emerging Leader (Rotate every 3 years)**

D. Zone. Each Club within the Zone will bring their three member team, representing each focus Area.

[*Optional E.*] Area Global Leadership Team Coordinator. Each Zone within the Area will bring three team members to the Area Global Leadership Team coordinator; with each member representing one of the chartered focus Areas, with no Club represented more than once. Annually, all position “C”s will be rotated out.

## **5. Funding.**

A. Multiple District 49 Council of Governors will maintain a leadership development line item in their annual budget.

B. The funds designated shall be used to provide scholarships for each person attending the leadership academy. It will also be used to subsidize and bring training or trainers to Areas, Zones and Clubs or to facilitate a Club Excellence workshop.

C. Expenditures. The Multiple District 49 Rules of Audit will prevail on all expenditures.

- 1) The most senior person on the Multiple District 49 Global Leadership Team will approve all Global Leadership Team expenditures, through the Multiple District 49 Council;
- 2) Any authorization or modification to an authorization will be pre-authorized by the chair;
- 3) Every expense claim must be accompanied by receipts for actual expenses, and a leadership activity report.

**6. Technology.** Given the vast territory Multiple District 49 encompasses, Multiple District 49 will embrace appropriate technologies that facilitate training and the dissemination of information to its District Lions Clubs and individual Lions, with minimal travel.

A. Multiple District 49 will identify a webmaster and direct them to create a Multiple District 49 website through LCI. The web site should include as a minimum:

- 1) A master events calendar to identify any Lions activity taking place in Multiple District 49;
- 2) Connected to Facebook, Chat rooms, Blogs, as well as linked to Skype, LCI Webinar host portal and other similar media;
- 3) Provide a link to an automated Zone Chair report tool (under development).

B. Multiple District 49 will embrace LCI's online, web-based member's profile to track a member's history, credentials, achievements, etc., encouraging leaders to access any supporting reports, i.e., list of trainers, institute graduates, etc.

C. Multiple District 49 will explore the utilization of an on-line aptitude/interest based assessment which new members may be asked to complete, so leaders may search to identify a needed resource or develop a leadership plan.

D. Multiple District 49 should accomplish much more training utilizing fewer resources (time, travel costs, etc.) by conducting classes over Skype, Webinar or other similar mediums.

**7. Expectations Management.** A Club which is properly managed or led, projects, in a positive sense, our branding and reputation on three fronts.

A. Public perspective. The public already understands that Lions are not self-serving, and exhibit a well entrenched understanding of their community needs. When a fundraiser is conducted, the public needs the confidence all money raised is going where it was advertised. If Lions don't maintain their existing reputation, Multiple District 49's opportunities for fostering new Clubs will be severely damaged.

B. Internally. Lions Club members need to have confidence in the Club leaders, the direction they're taking the Club, and the manner in which they're making that trek. Lions want a strong sense of mission and purpose; they don't want to worry and fight about their financial wherewithal and behavior.

C. Combined perspective. A Lions Club which has a tarnished reputation may be the demise of any future collaboration with their membership; existing or prospective; or any other enterprises they want to partner with.

D. Benefits a Club enjoys from being viable and in good standing include:

- 1) Being a "current" 501(c)(4) charitable community service organization;
- 2) Having the organizational structure that is easily transferred to a 501(c)(3) charitable organization [foundation] with all the additional benefits thereof;
- 3) Allowing them to operate an Alaska Gaming permit, or the Canadian equivalent;
- 4) Having full rights and entitlements to using the LCI liability insurance and Lions Logo to leverage their events or activities;
- 5) Using leased public lands;
- 6) Having the Lions image and reputation to open doors of opportunity that would otherwise be closed.

E. Lions Club core expectations

- 1) The following represent core expectations of every Lions Club in Multiple District 49:

- a) Having a full complement of core Club officers (President, Vice President, Secretary, Treasurer);
- b) Having a full complement of Global Membership and Global Leadership Teams;
- c) Participating at Zone & District forums, including: 4 cabinet meetings and scheduled leadership and membership team forums;
- d) Conducting and reporting on service projects, including a minimum of one that extends beyond their defined community; and a public relations element, i.e., published story, TV, YouTube posting, etc.;
- e) Being financially sound. Current in dues and other liabilities (bills); including the production of an annual financial report;
- f) Having an active training program.

2) Every Club will be actively monitored for meeting the expectations.

3) Recommended remedy for addressing troubled Clubs:

- a) District Governor, through the Cabinet Secretary, will identify the issue(s) of concern and request the Club develop a written action plan, to be turned in within 60 days;
- b) Within an additional 120 days ,the action plan must be implemented with the objective of resolving the identified issue(s); During this period a special advisor will be assigned to the Club by the District Governor;
- c) If unresolved after 180 days, a new course of action may be taken.

F. Sub-District and Multiple District core expectations. The Lions Objects & Code of Ethics prescribe Lions give of their time, labor and means, in order to serve those in need.

1) When a Lion accepts a position, under performs, and expects reimbursement; they not only undermine the committee they serve, they also undermine the state of affairs for the District or multiple District in terms of ethics, reliability and organizational viability. They also discourage the pool of Lions who would normally volunteer for such positions.

2) The following represent the core expectations for any sub-District or multiple District position which will be attached to any prevailing rules of audit:

- a) Having a defined job description and active pursuit of achieving assigned goals and objectives;
- b) Routinely communicate with the Governor or Council Chair;
- c) Represent their Area of responsibility at scheduled cabinet meetings, conventions, or other forums;
  - 1. As a minimum, submit a written report;
  - 2. When present, provide an oral presentation of report;
- d) Travel reimbursement is based on position activity. When an official has nothing to report, that implies they have not met the performance requirements of their position;
- e) If the performance requirements of their position are not met, travel expense reimbursement may be withheld.

G. Past District Governors represent a vast array of experience within the Lions organization. Their past contribution to the association earns them certain privileges and honors; which have an expectation of a continuing responsibility.

1) Past District Governors are part of the leadership of the multiple District and are expected to further the Lions Objects and Code of Ethics; and should enforce these Objects and Code of Ethics in a discrete manner;

2) Past District Governors are charged with having a positive influence on the current District Governor's vision, goals and leadership;

3) Multiple District 49 Past District Governors are charged with conducting an annual review of LCI, Multiple District 49 and each District's Constitution, Bylaws and Policy Manuals, and submitting to the Council of Governors a written report of observations and recommendations no later than July 1<sup>st</sup>. This effort will be led by the Multiple District 49 Constitution & Bylaws Chair;

4) Even though Past District Governors have completed their term, they should continue to remain active in their Club and District. They will remain a source of counsel for the Multiple District 49 Council of Governors and District Governors;

a) Past District Governors may be tasked by District Governors to mediate issues, should a Lions Club make a request to their District Governor;

b) Past District Governors may be assigned to work with and mentor a troubled Club, should the District identify such. District Rules of Audit will apply;

5) The Past District Governors, led by the Council Chair, will conduct a class focused on effective meeting management and parliamentary procedures at the annual convention.

**8. Recognition.** Lions are heroes and often unrecognized for their community service. The District and Multiple District should ensure that these unsung heroes are recognized. Our communities and potential members need to know the good things we do, and how we appreciate every volunteer hour.

A. Multiple District 49 Council of Governors and each sub-district should make every attempt to develop and employ multiple recognition venues, celebrating volunteerism whether from a Lions member or not.

B. Multiple District 49 **may** model an award after LCI's humanitarian award given out at the International Convention.

1) Annually the Multiple District 49 Council of Governors **may** select one person as a Multiple District 49 Humanitarian of the Year, no later than March 1<sup>st</sup>;

2) A special medallion award shall be designed for presentation;

3) Every person participating in volunteer activities within Multiple District 49's geographical Area shall be eligible, whether a Lion or not;

4) The award shall be presented at the Multiple District 49 annual convention, with the appropriate publicity.

**9. Leadership Program Evaluation.** The most essential elements of Multiple District 49's leadership development strategy are the means of gauging success, identifying Areas needing improvement, and the ability to set course corrections.

Multiple District 49 will employ the following evaluation strategies:

A. Every Global Leadership Team sponsored event or activity will have some form of evaluation tool.

B. Delegates at every convention will participate in an annual leadership assessment (survey).

1) The results of the assessment will be reviewed by the Global Leadership Teams;

2) A revised strategy and goals will be presented at the Council of Governors' first Council meeting for adoption.



C. Multiple District 49 Global Leadership Team will field a simple and concise, yet universal Lions Club report card that reports on meaningful measures of success. As a minimum, measures will be comprised of a combination of leading and lagging measures.

- 1) On a quarterly basis, each Club's Global Leadership Team will work with their respective board of directors to publish the report card each quarter;
- 2) The Club board of directors are encouraged to use the report card to formulate goals for their upcoming quarter;
- 3) The report card will be submitted to their respective Zone, Area and District by the last day of each calendar quarter, i.e., 30 Sep, 31 Dec, 31 Mar and 30 Jun;
- 4) The Zone, Area & District Global Leadership Teams will use the report cards to identify leadership opportunities, commonly shared issues, etc., as well as assessing how well each Lions Club is meeting prescribed Club expectations;
- 5) Multiple District 49 Global Leadership Team will include the redesign of the report card, as required, as part of its annual leadership evaluation.

**10. Training Plan: Deliberate Training Strategies & Resources.** The following establishes a deliberate training strategy in order to codify pre-programmed expectations, commitment and support. It also provides a volunteer career path including progressive continuing education, opening the door for increased responsibilities and opportunities:

A. Multiple District 49 will plan and conduct an annual leadership development academy, hereafter known as the "Multiple District 49 Leadership Academy." This academy is not a Lions leadership school; but rather an academy Lions can attend to acquire leadership skills.

- 1) Chair. Multiple District 49 Global Leadership Team will identify a Leadership Academy Chair who will lead the planning efforts. This person will be a graduate of the LCI Faculty Development Course.
- 2) Instructors. The Leadership Academy Chair will recruit and identify a compliment of instructors, made up of Lions and non-Lions.
- 3) Length. The academy will be 24 academic hours, spread over two and half days.
- 4) Date. The academy will be conducted over the Martin Luther King 3-day holiday weekend (3<sup>rd</sup> Monday) each January. Should events prevent that weekend from being used the Presidents Day weekend in February will be the alternate dates.
- 5) Location: The location will rotate between the following locations: Anchorage, Juneau, Mat-Su Valley, Whitehorse, Tok and Fairbanks. The Leadership Academy Chair will publish a 6 year rotation calendar.
- 6) Target Audience/Focus. Each Zone within the sub-Districts will be offered two seats in each academy [49A: (16 students) 49B: (14 students)]. In coming years the academy may offer vacant seats to local businesses.
  - a) Registration will be published/opened no later than September 1<sup>st</sup> and closed on December 31<sup>st</sup>.
  - b) Any seats unspoken for on January 1<sup>st</sup> will be opened up to any Lion, members of the general public or private sector businesses.
- 7) Curriculum: Curriculum must focus on transferable private sector leadership skill sets; skills that transfer or cross over from community service to professional employment venues. As a minimum, it must include Train-the-Trainer, Running a Non-Profit, and Team Dynamics.
- 8) Graduation. The decorum of the graduation will be prestigious.

- a) Graduation will be conducted at a Monday afternoon luncheon.
- b) A civic leader will be invited to speak and participate in the presentation of certificates of completion.
- c) A Distinguished Graduate will be named by the academy staff. Multiple District 49 will develop a special medal for presentation.
- d) The event should be well publicized in the community; to include the publishing of a class photo and register in the local newspaper, web-pages, YouTube, Facebook, etc.

9) Training Completion. The academy will issue a certificate of completion for each graduate. They will also issue a training feedback report which itemizes each graduate's performance in the academy.

10) Accreditation. The Leadership Academy should pursue accreditation so graduates may receive some form of continuing education credit upon graduation.

11) Funding. Funding for the academy will be derived from multiple sources.

- a) Each Lion attending **may** receive a student grant from the Multiple District 49 special Global Membership Team account in the amount of \$149;
- b) The Leadership Academy will apply for a matching grant of \$149 per student from LCI;
- c) Lions Club are encouraged to financially assist or sponsor unmet costs of their students;
- d) The cadre of instructors will be subsidized under Multiple District 49 Rules of Audit, from the Multiple District 49 Leadership budget line item.
- e) The unmet administrative costs will be expensed from the Multiple District 49 Leadership budget line item.
- f) Non-Lion students will be charged a registration fee based on an appropriate cost-per student rate.

B. Multiple District 49 has prescribed specific training events that various Lions or Lion Leaders may need in order to be either successful in their current position within the Lions organization, or to further a career path in the organization. The following is designed to set up each Lion for success and it is the expectation of the Council of Governors for each Lion to complete these requirements.

1) District Governor-Elect.

- a) Complete all home work assignment prescribed by Lion Clubs International
- b) Complete the following mini-courses through the Lion Clubs International's Learning Center by June 1<sup>st</sup>
  - 1. Effective Listening
  - 2. Effective Public Speaking
  - 3. Delegation
- c) Participate/complete a training session led by the District Leadership Chair, assisted by the sitting District governor, cabinet secretary-treasurer, District Governor-elect's Honorary by June 1<sup>st</sup>. As a minimum, the training must include:
  - 1. Lion Clubs International's Forms & Reports (including Club Health Assessment)
  - 2. Responsibilities of District Governor
  - 3. Mentoring
  - 4. A comprehensive review of each Club's portfolio file/history
  - 5. A comprehensive review of District income, expenses, rules of audit and budget
  - 6. A comprehensive review of the organizational make-up, policies and legal constraints of the multiple District, District and any associated charitable foundation, i.e., "District foundation."

- d) The District leadership chair will submit a report to the Multiple District 49 leadership chair no later than June 1<sup>st</sup>, indicating the District Governor-elect has completed their required training.
- e) Attend/complete Lion Clubs International's District Governor-elect seminar conducted in conjunction with the International Convention.

2) 1<sup>st</sup> Vice District Governor-Elect.

- a) Complete the following mini-courses through the Lion Clubs International's Learning Center by June 1<sup>st</sup>

1. Goal Setting
2. Public Relations
3. Decision Making
4. Managing Change
5. Valuing Member Diversity
6. Conflict Resolution

- b) The District leadership chair will submit a report to the Multiple District 49 leadership chair no later than June 1<sup>st</sup>, indicating the 1<sup>st</sup> Vice District Governor-elect has completed the training listed above.

- c) Conduct a Zone Chair Course
- d) Be a participating member of the Leadership Academy
- e) Attend the USA/Canada Leadership Forum

3) 2<sup>nd</sup> Vice District Governor-Elect.

- a) Complete the following mini-courses through the Lion Clubs International's Learning Center by June 1<sup>st</sup>

1. Meeting Management
2. Providing Community Service
3. Promoting Innovation
4. Effective Teams
5. Coaching
6. Vice District Governor Team

- b) The District leadership chair will submit a report to the Multiple District 49 leadership chair no later than June 1<sup>st</sup>, indicating the 2<sup>nd</sup> Vice District Governor-elect has completed the training listed above.

1. Teach a Volunteer Leaders course
2. Attend the Leadership Academy
3. Seek out a seat in Lion Clubs International's Senior Leadership Institute

- 4) Area Leadership Team. Complete the following mini-courses through the Lion Clubs International's Learning Center by June 1<sup>st</sup>

- a) Effective Listening
- b) Effective Public Speaking
- c) Effective Teams
- d) Coaching
- e) Orchestrate training at their District's midwinter conference
- f) Conduct a "Club Excellence" retreat for two or more Clubs

5) Zone Leadership Team.

- a) Complete the following mini-courses through the Lion Clubs International's Learning Center by June 1<sup>st</sup>

1. Zone Chairperson Training

2. Coaching
3. Effective Listening
4. Conflict Resolution
5. Effective Teams
6. Member Motivation

- b) Teach Club Officer Orientation course to 75% or more of Clubs in the Zone
- c) Conduct “How Are Your Ratings” workshop with 2 or more Clubs participating

6) Club Leadership Team.

a) Complete the following mini-courses through the Lion Clubs International’s Learning Center by June 1<sup>st</sup>

1. President
2. Club Secretary
3. Club Treasurer
4. Time Management PowerPoint Presentation
5. Teams – Roles of Group Members

b) Work with the Zone Leadership Team to:

1. Create a standard Project Coordinator Planning Workbook
2. Create a standard Club Planning workbook (to include: 12 Month Calendar Planner, Budgeting Process/Planner, Community Assessment, and Club Assessment )

7) A New Lion Member. (within the first year as a Lion)

a) With the assistance of the new member’s sponsor, complete the following mini-courses through the Lion Clubs International’s Learning Center:

1. All About Lions
2. Member Orientation

b) Participate in a Club project

c) With the assistance of the new member’s sponsor, complete Part I of the Mentor Program

**VIII). GLOBAL MEMBERSHIP. (To Be Added)**