

MULTIPLE DISTRICT 20

LIONS CLUBS OF

NEW YORK STATE & BERMUDA



POLICY MANUAL

LAST REVISED: February 2026

PREFACE

INTRODUCTION

The contents of this manual, as published, constitute various procedures and policies as approved by the 1983-1984 Council and subsequent Councils.

PURPOSE

The intent of this manual is to set, in writing, a standardized method of operation for Multiple District 20 by each Council of Governors and the MD-20 Committees. The authority for the policies enumerated in this manual is consistent to the Policy Manual of Lions Clubs International as promulgated and revised from time to time by a majority at International Board Meetings.

OPERATION

The policies herein shall immediately become effective upon receiving a majority vote by a Council. They shall remain in effect until they are revised or rescinded by the majority vote of any Council at any single Council meeting after presentation of any proposed amendment to the Policy Manual Committee for evaluation and review, unless a more restrictive procedure is set herein for any section or portion thereof. No policy shall contradict the Lions Clubs International and MD-20 Constitution and By-Laws.

Additions, revisions, or deletions shall be effective as of the date of the Council Meeting at which such changes were approved.

Manual Form: The MD-20 Policy Manual shall be maintained in electronic form only.

Policy Manual Revisions: The MD-20 Policy Manual shall be maintained in electronic form only.

DISTRIBUTION

Copies of this manual shall be made available by the MD-20 Secretary/Treasurer in electronic format for use by the District Governors; Finance Committee; Long Range Planning Committee; Constitution & By-Laws Committee and Policy Manual Committee. Copies may also be made available to the 1st and 2nd Vice District Governors, if requested. The MD-20 Secretary/Treasurer shall also distribute an electronic copy to each member of all other standing committees; activity chairs/coordinators; at-large committees; ad hoc committees and MD-20 Convention Chair upon their appointment. Copies shall be distributed to a Lions Club by the MD-20 Secretary/Treasurer, upon written receipt of a written request from the club President or Secretary. The updated policy manual will be placed on the MD-20 website.

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MD-20 POLICY MANUAL

SECTION I – DISTRICT ORGANIZATION

A. Composition

MD-20 consists of 11 (sub) districts: N, E-1, E-2, W, Y, O, R-1, R-2, K-1, K-2, and S

B. Requirements

At the time of assumption of the positions of Governor, 1st and 2nd Vice-District Governors, Region Chair, and Zone Chair, they will possess the requirements set forth in the MD-20 Constitution and By-Laws, Article VII, Sections 2, 3, and 4.

C. Filing of Candidacy Application for District Governor and Vice-District Governors

Candidate for 1st & 2nd Vice District Governor shall:

1. Obtain an application from the MD-20 Secretary/Treasurer.
2. Such application must be filed after January 1, and not less than 30 days prior to the MD-20 Convention date.
3. The District Governor in office at that time will notify Lions Clubs International and the necessary paper work will be forwarded to the candidate.
4. The applications are reviewed by the MD-20 Secretary/Treasurer for completeness and verification that all requirements for the office sought have been met. The candidate and the respective District Governor are informed of any variances needing correction. Such application must be filed after January 1, and not less than 30 days prior to the MD- 20 Convention date.

D. Nominations for District Governor and Vice-District Governors

1. All qualified District Governor and Vice-District Governor candidates shall be placed in nomination by the chair of the MD-20 Nominating Committee.
2. When a district reaches a convention without a qualified candidate filing an application, a nomination may be made from the floor of the convention provided the Nominations Committee approves said nomination (finds that the candidate fulfills the qualifications). No other nominations may be made from the floor.
3. Times allowed for the seconding speeches and demonstrations are as follows:
 - 3.a). Eight minutes total shall be allowed for a seconding speech and demonstration for each International officer or Director candidate.
 - 3.b). There shall be one seconding speech for each Governor candidate not exceeding one and one-half (1-1/2) minutes in duration.
 - 3.c). The 1st Vice district governor will be introduced and nominated by the chair of the nomination committee without a 2nd nomination speech
 - 3.d). There shall be one seconding speech for the 2nd Vice-District Governor candidate not exceeding one (1) minute in duration.
 - 3.e). In districts where there are contests, there may be a demonstration for each candidate one and one-half (1-1/2) minutes in duration immediately following the seconding speech for that candidate.
4. The order of nominations will be as follows: 2nd Vice District Governor, 1st Vice District Governor, District Governor, International Officer or Director. When there is a contest for an office, the nominations for the office will be made after completion of other sub-Districts.

E. Elections – Entitled to Vote

1. Each chartered club in the MD-20 in good standing shall be entitled 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 International Office on the first day of the month last preceding that month during which the MD- 20 convention is held. Provided, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be five or more members. Each such vote based on membership can be cast only by a delegate present in person at the convention, and no delegate shall cast more than one vote on each.
2. Each District governor and Provisional District Governor in MD-20, by virtue of his/her office, and each Past District Governor and Provisional Past District Governor, who is an active member in good standing, of a chartered Lions Club in good standing, shall be an accredited delegate to each such Multiple District 20 Convention, but shall not be included in the delegate quota of his club for any such convention.
3. A club in good standing is defined as one having all financial obligations paid to Lions Clubs International and MD-20. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. The District Governor will be responsible for determining if a club is in good standing relative to any sub-district dues or charges.

F. Voting Procedure

1. Balloting for the office of District Governor and 1st & 2nd Vice District Governor shall take place on the last day of the Multiple District annual convention. Time is to be set by the Council of Governors.
2. Each delegate or alternate must be present in person and certified before balloting for the office of District Governor.
3. Balloting shall be held separately by each sub-district and shall be by written secret ballot. The candidate receiving a majority of the votes cast shall be declared elected.
4. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected providing the tied candidates have a majority vote if more than two are on the ballot.
5. Nomination and endorsement of candidates for International Director and International Third Vice President.
6. Ballot forms shall be provided by the MD-20 Secretary/Treasurer of Multiple District 20 in a form approved by the MD-20 Council. (See below).

SAMPLE BALLOT

<u>POSITION</u>	<u>NAME</u>	<u>YES</u>	<u>NO</u>
District Governor			

Sample for Preferential Voting for:

GOVERNOR, VICE GOVERNOR, INTERNATIONAL DIRECTOR OR INTERNATIONAL OFFICER WHERE THERE ARE MORE THAN ONE CANDIDATES

POSITION	NAME	RANK
Candidate A		
Candidate B		
Candidate C		
Candidate D		

On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral beside his second preference, and so on for every possible choice?

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate. The Elections Committee shall maintain a tabulated tally of votes, by rank, within each sub-district for each candidate. This tally shall be given to the MD-20 State Secretary for safe keeping for at least 45 days.

G. Failure to Elect, Death, or Refusal of District Governor Elect to Assume Office of District Governor Prior to Beginning Term

See LCI Constitution & By-Laws newly revised

H. Vacancy in Office of District Governor

See LCI Constitution & By-Laws newly revised

I. Accounting

1. District Accounts

- 1.a). The bank name, address, and account number will be forwarded to the MD-20 office.
- 1.b). District refund checks from the MD-20 Office will be forwarded to the district for depositing into the respective district checking account.
- 1.c). Bonding
 - (1.c.1). Each district may Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
 - (1.c.2). A copy of the bond will be provided to the Multiple District office and to the succeeding Governor.
- 1.d). Each District Governor will have an audit of the district's books and accounts performed immediately after June 30.
- 1.e). The Finance Committee will create and maintain a **"Matching Grant Fund"** as a line item in the MD20 budget. See COMMITTEE QUALIFICATIONS/STANDING COMMITTEES/FINANCE/n. for details.

SECTION II - COUNCIL OF GOVERNORS

A. MD-20 Council

1. There shall be a MD-20 Council composed of:
 - 1.a). All District Governors in the Multiple District
 - 1.b). One (1) Immediate Past District Governor who shall serve as Council Chair.
 - 1.c). The MD-20 International Family (defined as those Lions who are serving, or have served, as an International officer, or International Director of the Association) shall be invited to attend all meetings of the COG as non-voting advisors.
 - 1.d). The District Governors and the Council Chair are the voting members of the Council. In the absence of a District Governor at a duly noticed meeting of the Council, the 1st Vice District Governor from that unrepresented district, if present, shall automatically be recognized by the Council Chair as a voting member of the Council.
 - 1.e). For the sole purpose of electing a Council Chair, the seated 1st Vice District Governors shall also be considered members of the Council and each 1st Vice District Governor shall have one vote. The chair shall be elected by secret ballot majority by vote of the preceding MD-20 Council and the seated 1st Vice District Governors at the preceding Council's third (3rd) council meeting.
 - 1.f). For the purpose of choosing a Lion to serve on a committee who will serve during the year the 1st VDGs are DGs the seated 1st Vice District Governors shall also be considered members of the Council and each 1st Vice District Governor shall have one vote.

There shall also be a Vice Council Chair, who is a District Governor, elected by a majority vote of the Council at its first called meeting following the International Convention.

If more than two candidates are nominated for either Chair or Vice Chair, and no one receives a majority of the votes cast on the first ballot, then the candidate with the least number of votes shall be removed from consideration and a new vote taken. In the event no one receives a majority of the votes cast on the second ballot and there are still more than two candidates then the procedure set forth herein above shall continue until there are only two candidates remaining. Thereafter, voting shall continue until one receives a majority of the votes cast. For the above purposes, the word "majority" shall mean "more than half".

2. A majority of the MD-20 Council shall constitute a quorum.

When a motion to hold an executive session has been approved by the voting members of the Council, said session shall consist only of the voting members of the Council and any additional individuals invited by the Council Chair, with the approval of the Council of Governors.
3. The powers of the organization, expressed or implied, shall be vested in the Council.
 - 3.a). It shall constitute the executive body of this organization, and its action shall be final.
 - 3.b). It shall have the general management and control of the business, property, and funds of this organization.
 - 3.c). It should exercise general control and supervision over all committees and officers of the organization, except the District Governors in their capacity as officers of The International Association of the Lions Clubs.
 - 3.d). It shall have such other powers, duties, and authority as prescribed in the MD-20 Constitution and By-Laws.
4. Legal Counsel
 - 4.a). The Council of Governors may secure, by retainer, the services of legal counsel to review contracts between the Multiple District and the successful bidder for the annual MD 20 District Convention as is required in Article IV, Section J, 3. Of the Policy Manual.
 - 4.b). Legal counsel will be available to the Council Chair and State Secretary/Treasurer to advise on other business transactions, which may be undertaken by the Council of Governors.

- 4.c). Legal counsel will also be available to the Council Chair to advise on issues related to civil actions brought against Multiple District 20. Should such event occur, the State Secretary/Treasurer will immediately inform the Council Chair, who will be authorized to take whatever action is required to protect the Multiple Districts' name and resources.
- 4.d). Legal counsel may be retained on a yearly basis as negotiated by the State Secretary/Treasurer and approved by the Council of Governors at the first Council meeting of the year.
- 4.e). Legal counsel shall not be a member of a Lions Club.
- 5. MD-20 Council Meetings
 - 5.a). The MD-20 Council shall call its first meeting within sixty (60) days after the date on which the District Governors officially take office.
 - 5.b). The time, date, location and frequency of council meetings are determined by the MD-20 Secretary/Treasurer jointly with the MD-20 Council Chair. There will be a maximum of four (4) council meetings of which the last will be conducted at the MD-20 Convention.
 - 5.c). The chair of the Constitution and By-Laws Committee shall be invited to every meeting of the Council acting as parliamentary chair. The Chair of the Long Range Planning Committee, as well as the presidents of all official MD-20 projects may be invited to attend a meeting of the Council as advisable to the conducting of Council business. Such invitations shall be in writing.
 - 5.d). The agendas shall be prepared jointly by the Council Chair and MD-20 Secretary/Treasurer.
 - 5.e). All council meetings shall be governed by Roberts Rules of Order, Newly Revised latest addition.
 - 5.f). Any suggested additions to the agendas of the Council of Governors meetings set forth hereinafter must be received by the MD-20 Secretary/Treasurer at least 30 days prior to the council meeting and must be approved by the Council Chair in order for it to be added to the agenda.
- 6. Except in extreme situations, all bills being submitted for payment must be accompanied by proper invoices or receipts.
- 7. In the absence of the Council Chair, the Vice Council Chair shall preside at all council meetings, and MD-20 Convention business sessions.
- 8. Expense items, not in the annual budget, must be referred to the Finance Committee for review and advice before Council action.
- 9. The Council shall establish the amount of the MD-20 annual convention registration fee based on the recommendation of the MD-20 Finance Committee.
- 10. In order that future District Governors become more familiar with the operations of the Multiple, all 1st Vice District Governors are invited to attend all regularly scheduled council meetings. The Council of Governors will provide the reimbursement rate for these meetings.
- 11. 1st Vice District Governors should forward any suggestions or concerns pertaining to the business of the Council of Governors through their respective District Governor.
- 12. 1st Vice District Governors will be invited to attend the two day training seminar with the time and date to be determined by the GLT Chair and Council Chair. The MD-20 Secretary/Treasurer will be responsible to make the arrangements for the facilities. The topics will be discussed as recommended by LCI Leadership training guidelines and the following:

The MD-20 Office
Your role in MD-20
The role of the MD-20 GLT/GMT Team
MD-20 Policy Manual & Constitution
MD-20 Accounts Receivables
MD-20 Budget Format

13. Leadership Development

- 12.a). 1st VDG training to be held within a reasonable time before the MD-20 convention.
- 12.b). 2nd VDG training will be held concurrently with the second Council of Governors meeting on the Thursday morning in conjunction with the MD-20 Leadership Institute.
- 12.c). Funding for the 2nd VDG's to attend the Lions Leadership Institute is the responsibility of the respective sub-districts.

B. Meeting Agendas of the MD-20 Council

Proposed deviations from these agendas must be agreed upon, in writing, by the Council Chair.

FIRST REGULAR MEETING

FIRST SESSION (Friday) 3:00 p.m.

Call to Order
Pledge to Flag
Lions Prayer
Nominations/Election of Council Vice-Chair
Approve Minutes of Fourth Council Meeting
Communications
Calendar dates for upcoming Lions year
Prior Fiscal Year Financial Report Accounts Receivable
Proposed Budget for current fiscal year (7/1-6/30)
Award the bid and appointment of MD-20 Magazine Publisher including bid contract and Editor
International (LCI) Report
Report of President MD-20 PDG Organization (written)
Report of Building A Better Multiple and Building a Better Multiple Finance Committees
CC Appointment 2 past International Directors and 1 VDG to Policy Manual Committee
VCC Appointment of 2 sitting District Governors to Policy Manual Committee

6:00 p.m. Recess

SECOND SESSION (Saturday) 9:00 a.m.

Call to Order
Pledge to the Flag
Lions Prayer
MD-20 GLT Chair Report
MD-20 GMT Chair Report
MD-20 GMA Chair Report
MD-20 GST Chair Report
International Convention Report (previous year written)
Previous MD-20 Convention Report (written)
Long Range Planning Committee
MD-20 Leadership Institute Report
MD-20 Convention Report
USA/CANADA Leadership Forum Report
Old Business
New Business
Comments
Council of Governors meeting with Camp Badger representatives
1:30 Vice District Governors meet with the MD-20 GMT & GLT team
5:30 p.m. Adjournment

SECOND REGULAR MEETING

FIRST SESSION (Friday) 3:00 p.m.

Call to Order
Pledge to Flag
Communications
Approval of Minutes of First Council Meeting
Financial Report (July 1 to September 30)
Accounts Receivable
Audit Report presented by the CPA
International Report (LCI)
Lions Day with United Nations
MD-20 Convention city presentations and selection
MD-20 PDG Association report
Review of all MD-20 committee activity reports
6:00 p.m. Recess

SECOND SESSION (Saturday) 9:00 a.m.

Call to Order
Pledge to Flag
Lions Prayer
MD-20 GLT Chair report
MD-20 GMT Chair report
MD-20 GMA Report
MD-20 GST Chair report
MD-20 Alert Foundation report
MD-20 Lions SEE report
MD 20 Leo Chair report
Report of MD-20 Annual Convention Committee
Report of MD-20 activities
Remind COG that Convention Appointments (worksheets) will be due at the February meeting
Council recommended convention seminars
New York State/Bermuda Foundation Annual Report
International Convention Report
GMT Roundtable discussion
Old Business
New Business
Comments
5:00 p.m. Adjournment

THIRD REGULAR MEETING

FIRST SESSION (Friday) 3:00 p.m.

Call to Order
Pledge to Flag
Lions Prayer
Approve Minutes of Second Council Meeting
Communications
Financial Report Independent Auditor Report
Accounts Receivable International Report
International report (LCI)
International Convention Report
Constitution committee
5:00 p.m. Recess

SECOND SESSION (Saturday) 9:00 a.m.

Call to Order
Pledge to Flag
Lions Prayer
Pin Selection
International Convention
ESSNE Annual Report
MD-20 GMT Chair report
MD-20 GLT Chair report
MD-20 GST Chair report
MD-20 GMA Chair Report
MD-20 Convention Report
MD-20 Convention Appointments (Worksheets)
Chair, Credentials Committee
Chair, Sgt. at Arms Committee
Chair, Nominations Committee
Chair, Resolutions Committee (Constitution & By-laws committee)
Chair, Voting Committee
Chair, Flag Ceremony Committee
Chair, Elections Committee
Program, Friday morning breakfast
Program, Welcome Lions luncheon (Partners)
Program, Saturday morning breakfast
Chair, Necrology Service
Chair, MJF Luncheon
Session Appointments
Presiding – First Convention Session
Welcome Address - Sitting DG where convention is held
Response and Appreciation to International Speaker
Flag Ceremony - Announcer
Appoint MD-20 Convention Chair (two years hence)
Report – President MD-20 PDG Organization
USA/Canada Leadership Forum
Council Chair Reports
Appointment of MD-20 Web Master
One Year Committee Appointments
Multiple District Appointments (three-four years)
Contract for MD-20 Secretary/Treasurer
Nomination/Election Council Chair, MD-20 (following year)
Old Business
New Business
Comments
5:00 p.m. Adjournment

FOURTH REGULAR MEETING 9:00 a.m.

Call to Order
Pledge to Flag
Lions Prayer
Communications
Approve Minutes of Previous Council Meeting
Financial Report (7/1 to 3/31)
Accounts Receivable
Preliminary budget report for upcoming year International Report (LCI)
Multiple District Convention Update
Report – President MD-20 PDG Organization
MD-20 GMT Chair report
MD-20 GLT Chair report
MD-20 GST Chair report
MD-20 GMA Chair Report
International Convention Update
USA/ Canada Leadership Forum
Review the activities of MD-20 Committees
Old Business
New Business
Recommendations to Incoming Council
Comments
12:00 Adjournment

C. Council Chair's Duties

The Council Chair shall:

1. Preside over all meetings of the Council of Governors, pursuant to the latest edition of Roberts Rules of Order Newly Revised.
 - 1.a). Be fully familiar with parliamentary procedure.
 - 1.b). Have a complete understanding of protocol as designated by Lions Clubs International, i.e. is senior at MD-20 and international functions where the Council acts as a unit.
2. Approve all agendas of council meetings printed by the Multiple District Secretary/Treasurer and any suggested additions as requested by member (s) of the Council of Governors that were submitted in writing 30 days prior to the meeting.
3. Make decisions as they relate to Multiple District 20 activities. On decisions, he/she shall poll his/her fellow Governors and abide by the majority opinion. He/she is the spokesperson for the entire Council and must keep all members of the Council informed. In emergencies, the Chair shall make decisions for the entire Council, and these decisions shall be reported to the Council in writing as soon as possible.
4. As Council Chair:
 - 4.a). is a voting member of the Policy Manual Committee
5. As Immediate Past Council Chair:
 - 5.a). Is a member of the MD-20 financial investment team?
 - 5.b). Assists in the seating of the Family and guests at the opening session of the MD-20 annual convention.
 - 5.c). During the three years immediately following the Council Chair term, serves as a member of the MD-20 Long Range Planning Committee.
6. Ensure that a new Council Chair is elected at the third Council meeting for the ensuing fiscal year, and shall make the Chair-Elect an integral part of the Chair's activities for the balance of the year.
7. Ensure that all members of MD-20 Committees are appointed.

8. Sign all checks that are over \$2,500 along with the Multiple District Secretary/Treasurer.
9. Sign all bank transactions over \$2,500 jointly with Multiple District Secretary/Treasurer concerning transfer or investments of funds.
10. Be responsible for the hospitality suite at the council meetings whenever possible. The chair will have an adjoining room to the hospitality suite. The cost of the hospitality room is paid for from the MD-20 administrative fund.
11. Within the parameters of his/her available time, and with consideration of distances to be traveled, meet with and greet international dignitaries when they visit the Multiple District.
12. Have additional responsibilities at the MD-20 and International Conventions.
13. Be familiar with the structure of MD-20 and the policies and Lions that make it work.
14. Listen to the comments made by the Lions of MD-20 and take any necessary action.
15. Work closely with the MD-20 Secretary/Treasurer and shall be in contact with him a minimum of once per week.
16. Be familiar with and, if possible, visit the MD-20 office to learn of its day-to-day functions.
17. Review with the MD-20 Secretary/Treasurer the agenda prior to each council meeting.
18. Together with MD-20 Secretary/Treasurer, ensures that a program agenda is established for the District Governors Elect Seminar. Presides at the seminar and is assisted by all current and Past International Officers, Directors and invited speakers of MD-20 who are available to participate.
19. Ensure that at the third council meeting, the Council meets to discuss the terms of the Multiple District Secretary/Treasurer's contract. Thereafter direct that said contract be prepared by the fourth council meeting, where formal official action will be taken upon the foresaid contract.
20. Call additional meetings of the Council when the need arises and call special meetings of the Council as provided by the MD-20 Constitution (Article V, Section 7).
21. Discuss with the Council of Governors appropriate action when a committee chair fails to make a timely report.
22. Coordinates all annual MD-20 convention activities.
23. Assumes the responsibilities and functions of the MD-20 Secretary/Treasurer if the MD-20 Secretary/Treasurer is unable to act.
24. International Convention Responsibilities – together with the Chair Elect is responsible for ensuring that the District Governors Elect and their partners in service are kept fully advised of activities at the LCI Annual Convention.
 - 24.a). On the afternoon of the day before the District Governors Elect school, meet with the MD-20 District Governors elect and their partners in service to review the schedule for the three days of school including a brief outline of the convention schedule.
 - 24.b). Thereafter, the Council Chair Elect should spend as much time as possible with the District Governors Elect, meeting at least once each day to discuss attendance and appropriate dress at:
 - The DGE Banquet
 - MD-20 Breakfast caucus
 - International Parade and Convention SessionsIn addition, the Council Chair Elect shall review the responsibilities of the District Governors Elect and their partner in service at these functions and the desirability of wearing the MD-20 uniform whenever appropriate.
 - 24.c). When present, spouses or companions of the Council Chair Elect will meet separately with District Governors Elect partners in service as necessary for the same purposes.
 - 24.d). The Council Chair shall encourage the District Governors in attendance at the International Convention, as reimbursed delegates, to attend the actively participate in all International Convention Plenary Sessions and all of the Convention functions associated with and by MD- 20.
25. Ensure that the Elections Committee shall maintain a tabulated tally of votes, by rank, within each sub-district for each candidate. This tally shall be given to the MD-20 State Secretary for safe keeping for at least 45 days.

Any unsuccessful candidate may request these results only in the event of an official election protest. Any election protest must follow the guidelines for such action as set forth by Lions International.

26. Shall invite 2 representative members of the MD-20 1st Vice District Governors to attend the preliminary finance meeting at which a new budget is constructed for the next fiscal year. This meeting shall be held prior to the 4th Council of Governors meeting for that year.
27. The Council Chair shall be the Master of Ceremonies at the MD 20 International Convention Breakfast/Caucus. In the absence of the Council Chair, the Council Chair-Elect shall act as the Master of Ceremonies.

D. Vice Council Chair's Duties

- a. The Vice Chair will act for the Chair when the Chair is unable to attend a meeting or function and will serve as acting Chair in the event the Chair is incapacitated or deceased.
- b. The Vice Chair shall be an ad-hoc committee member of the committees for (1) Diabetes, (2) Leo, (3) Lions Quest, and (4) Peace Poster. The VCC shall also serve as an Ad Hoc member of the MD 20 Youth Services Committee. He/she shall oversee the committee's activities ensuring they carry out their mission of implementing service programs within the guidelines of the MD-20 Policy Manual. He/she will ensure that the service and education resources of the entire Multiple are made equally available to each sub-district and provide a written report to the Council of Governors at each of its meetings. The Vice Council Chair shall also report a summary of the committee's activities at the MD-20 Convention.

E. Multiple District 20 Office

There shall be an MD-20 Office to serve the administrative and operational needs of the multiple and the clubs of MD-20. The MD-20 Secretary/Treasurer, in consultation with the Council Chair and with the approval of the Council of Governors, shall determine the need for a physical office to serve this purpose and perform these functions. A virtual office or hybrid office will be permitted if the needs of the multiple, including administration, finances, communications, and convention coordination, can be properly met.

The MD-20 Secretary/Treasurer shall be responsible for the operation of the office and shall determine all staffing needs in consultation with the Council Chair. The MD-20 Secretary/Treasurer shall determine the hours of office operation and the methods of efficient communication with the Lions of MD-20.

The MD-20 Office is committed to serving the Lions of MD-20 and Lions Clubs International. Its functions shall include, but not be limited to the following:

- 1) Semi-annual billing and collection of MD-20 per capita dues, with distribution of income into the various accounts (e.g. MD-20 Administrative, District Administrative, MD-20 Publication, etc.)**
- 2) Record-keeping and accounting of all funds received and disbursed by MD-20. Regular reports to the Council of Governors, relative to the fund status.**
- 3) Maintain minutes of all MD-20 meetings.**
- 4) Coordinates all convention activities relative to MD-20 (excluding sub-district meetings and/or conventions).**
- 5) Communicate with the Council of Governors directly and through the Council Chair.**
- 6) Two-way communications with Lions Clubs International.**
- 7) Daily correspondence with MD-20, Lions International, and numerous other sources.**
- 8) Information management of relevant statistics that directly affect MD-20 and its sub-**

districts (i.e. club accounts, etc.).

F. MD-20 Secretary/Treasurer

1. EXTENT OF SERVICE

The MD-20 Secretary/Treasurer is a part-time employee of the multiple providing defined services to the Lions Clubs of MD-20 and the MD-20 Council of Governors. The role of the Secretary/Treasurer is to ensure adherence to policy and provide continuity from one Council to the next.

a) It is anticipated that the Secretary/Treasurer position will be a part-time position.

The Secretary/Treasurer shall devote the time, attention, and energies to his/her defined duties as the business of MD-20 requires. The Secretary/Treasurer may engage in other business activities during the period of this employment if unrelated to the business of MD-20. The position shall not, however, be used to promote the private business of the Secretary/Treasurer.

b) The Secretary/Treasurer shall perform the services required of the position according to the terms set forth in this policy manual. He/she shall sign a Policy Manual Acknowledgment Form (see Paragraph G) manifesting an understanding of the duties of the position and the terms of employment. The Secretary/Treasurer agrees to cooperate with an Operations Review Committee in an annual assessment of his/her performance of duties. Said committee shall report to the Council at the third Council meeting with an appropriate recommendation for continued employment upon similar or revised terms or termination upon terms deemed appropriate by the Council.

c) The Secretary/Treasurer agrees to refrain from any Lions political activity within MD-20, whether at the club, district, multiple district or International level.

d) The MD-20 Secretary/Treasurer, at his/her own expense, may be the featured speaker at a Lions Club/District social function.

2. COMPENSATION

a) The compensation for the services to be provided by the Secretary/Treasurer shall be **\$25.00 per hour**, capped at 800 hours per year. The Council of Governors has the discretion to approve additional hours in increments of 100 hours if the need arises. Such action should be taken in consultation with the MD-20 Finance Committee.

b) Ordinary expenses of the Secretary/Treasurer will be covered pursuant to the MD-20 rules of audit. Expenses for travel outside of MD-20, including those associated with the International convention and the USA/Canada Forum, shall be reimbursed upon such terms as the Council may deem appropriate and financially prudent following consultation with the MD-20 Finance Committee.

3. SICK LEAVE

a) In accordance with the New York State Paid Sick Leave Law, the Secretary/Treasurer shall accrue one (1) hour of sick leave for every thirty (30) hours worked, up to a maximum of forty (40) hours per calendar year. Because MD-20 employs fewer than five employees and has annual net income not exceeding \$1 million, such sick leave shall be unpaid. Sick leave may be used for any purpose permitted under New York law, including the employee's own illness or injury, or the illness or injury of a family member.

b) Unused sick leave may be carried over from year to year; however, annual usage may be capped at forty (40) hours in accordance with New York law. Sick leave is not paid out upon separation for any reason.

4. VACATION AND PERSONAL TIME

MD-20 does not provide paid vacation, paid personal days, or any other form of paid time off beyond the unpaid sick leave required by New York State law. All voluntary time off taken by the Secretary/Treasurer shall be unpaid and shall not reduce or modify the annual cap of 800 compensated hours unless additional hours are approved by the Council of Governors. The Secretary/Treasurer shall avoid scheduling voluntary time off during any Council meeting or convention where the Secretary/Treasurer's presence is required.

5. QUALIFICATIONS:

The MD-20 Secretary/Treasurer should:

a) **POSSESS A WORKING KNOWLEDGE OF:**

- 1) Office administration
- 2) Financial management
- 3) Organization administration
- 4) Accounting principles
- 5) Computer usage

b) **POSSESS THE FOLLOWING EXPERIENCE:**

- 1) Shall have experience in planning and staging large meetings and conventions
- 2) Shall have experience in financial planning and budgeting
- 3) Preferably shall be a Lion in good and active standing within the International Association having served as a District Governor.

c) **POSSESS THE FOLLOWING ABILITIES:**

- 1) Good communication skills (both verbal and written)
- 2) Administration, organization, and supervisory skills
- 3) To work under general direction from Council
- 4) Inter-personal skills that enable one to deal effectively with Councils, committees, club members, community organizations, agencies, professionals, and the gamut of contacts necessary to provide quality service for MD-20.

d) **POSSESS THE FOLLOWING TRAITS:**

- 1) Be a self-starter
- 2) Be an independent thinker, within a team concept
- 3) Be personable and friendly
- 4) Be ethical
- 5) Be firm, fair, and objective in all dealings

6. DUTIES OF THE SECRETARY/TREASURER SHALL BE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

a) **DUTIES TO MD-20**

- 1) Overall administration and supervision of the MD-20 office with a weekly update to the Council Chair.
- 2) Supervision of all MD-20 funds, including the recording of all funds received and disbursed, and accounting for same in accordance with generally accepted accounting principles.
- 3) Arrange for placement of all MD-20 funds in appropriate interest bearing and/or investment accounts in consultation with the Council Chair and the MD-20 Finance Committee.
- 4) Timely payment of all invoiced accounts, with any disbursement over \$2,500

- to be pre-approved or co-signed by the Council Chair. A copy of all invoices paid shall be transmitted to the Council Chair at the end of each month.
- 5) Arrange for an annual review by a CPA firm of all funds and accounts, said review to be presented at the second Council meeting. Arrange for an audit by a CPA firm every fifth year or as frequently as directed by the Council of Governors at the suggestion of the Finance Committee.
 - 6) Arrange for the bonding of the Secretary/Treasurer, Council Chair, Vice Council Chair and office staff in appropriate amounts.
 - 7) Act as the MD-20 agent for service of process at the official address of the MD-20 Office. Immediately inform the Council Chair of any pending legal actions.
 - 8) Arrange for outside legal counsel, as needed, in consultation with the Council Chair and with the approval of the Council of Governors.
 - 9) Arrange for proper record keeping systems in cooperation with the MD-20 Council and the MD-20 Finance Committee, including an exclusive MD-20 email account through which all business of the multiple shall be conducted. The password for same must be shared with the Council Chair. Any electronic hardware, computer software, digital services or virtual storage purchased by MD-20 to facilitate these record keeping tasks shall remain the property of MD-20, and the information collected shall remain proprietary to MD-20. Upon the termination of employment, the Secretary/Treasurer must turn over all property purchased by MD-20 and any passwords needed to access its proprietary information.
 - 10) Timely transmit to club secretaries the semi-annual MD-20 per capita dues billing statements and record payment of same.
 - 11) Maintain correspondence with club secretaries regarding activities of a multiple district-wide nature and information regarding conventions, including registration and delegate certification.
 - 12) Maintain the MD20 Policy Manual and timely incorporate all amendments as adopted. Ensure that an accurate and up-to-date version of the Policy Manual is posted on the MD-20 website and is accessible to all Lions.

b) DUTIES TO THE COUNCIL OF GOVERNORS

- 1) Organize all meetings of the Council of Governors, including the blocking of rooms and meeting facilities, set-up of audio-visual equipment, and arranging for meal functions.
- 2) Prepare the agenda for all meetings of the Council of Governors in consultation with the Council Chair.
- 3) Prepare an accounting of all funds of the multiple on a quarterly basis, or as frequently as directed by the MD-20 Council of Governors.
- 4) Record the proceedings of all meetings of the Council of Governors.
- 5) Forward the minutes of all meetings of the Council of Governors, or a summary thereof, to each member of the Council as well as the members of the Finance Committee, the Constitution and By-laws Committee, the Long-Range Planning Committee, and any other MD-20 committee when said minutes reflect a need for action by that committee.
- 6) Maintain close communications and correspondence with all of the District Governors on all matters pertaining to the affairs of MD-20.
- 7) Maintain contact on a continuing basis between the Council of Governors and the headquarters office of Lions Clubs International on all matters of

importance to the Lions of MD-20.

- 8) Work closely with the various MD-20 committees in setting up meetings and making reports of those meetings to the MD-20 Council.
- 9) Forward to the Governors and 1st & 2nd Vice District Governors, a list of generally observed National and Religious holidays and dates that the MD-20 office, its committees and subdistricts should consider when scheduling functions during the Lionistic year.

c) DUTIES RELATED TO THE MD-20 CONVENTION

- 1) Evaluate site selection criteria for hosting the annual MD-20 Convention and, in consultation with the MD-20 Convention Review Committee, recommend updates as needed to the Request for Proposal section of the Policy Manual for consideration by the Council of Governors.
- 2) Solicit bids for future MD-20 Convention sites by contacting the convention bureaus in potential host locations as recommended by the MD-20 Convention Review Committee or the Council of Governors.
- 3) Review all bids received from potential host locations in consultation with the Convention Review Committee to determine compliance with the Request for Proposal criteria and other factors pertinent to site selection, including location, room and suite availability, food and beverage requirements, handicap accessibility, meeting space requirements, audio visual equipment needs, transportation needs, and other pertinent cost factors. Communicate with bidding agencies for clarification or follow-up as needed.
- 4) Visit potential host locations as needed to determine viability of each proposal.
- 5) Report on compliant proposals and make appropriate recommendations to The Council of Governors for consideration at the second Council meeting.
- 6) Work closely with the current convention host site to ensure compliance with Contracted obligations, especially those relative to housing, and record receipt of all deposits as appropriate.
- 7) Work with the Convention Chairperson and convention host site in all arrangements for the upcoming MD-20 Convention.
- 8) Work with the Council of Governors on the appointment of qualified Lions to all convention committees.
- 9) Send applications to all candidates for District Governor, First Vice District Governor and Second Vice District Governor, as necessary, and review same for completeness. Forward same to the Convention Nominating Committee to verify qualification for election.
- 10) Communicate with club secretaries regarding convention registration, hotel arrangements, and delegate certification as directed by the Council.
- 11) Arrange all printing needs of the convention, including ballots.
- 12) Keep close watch on all costs of items and programs to maintain the established budget.
- 13) Where necessary, assigns available suites according to Lions Clubs International protocol, and to those of the same level, according to date of receipt of request.
- 14) Act as the liaison between the Council of Governors and all convention committees to ensure the success of the MD-20 Convention from start to finish.

d) DUTIES RELATED TO THE INTERNATIONAL CONVENTION

It is anticipated that the Secretary/Treasurer will attend the International Convention and that travel expenses associated with same will be reimbursed by MD-20 upon approval of the Council of Governors in consultation with the MD-20 Finance Committee. Such approval shall be subject to funding availability and other financial considerations. Regardless of in-person attendance, the Secretary/Treasurer shall be responsible for the following:

- 1) Collaborate with the Council Chair and Council Chair-Elect to ensure full participation by the Lions of Multiple District 20 in all relevant convention activities, including required training sessions, plenary sessions, and the International Parade.
- 2) Negotiate all arrangements at the convention site for the above.
- 3) Communicate with the Council of Governors and District Governors-Elect to ensure their full awareness of and involvement in all convention activities.

e) DUTIES RELATED TO COMMITTEES

- 1) Work with all MD-20 committees and meetings thereof, and with the MD-20 Finance Committee to prepare annual budgets for presentation to the Council of Governors.
- 2) Maintain status as ex-officio member of all MD-20 committees and act as liaison with the Council of Governors and the Lions of MD-20 generally.
- 3) Cooperate with the MD-20 Global Action Team Coordinators and provide information pertinent to their roles to facilitate goal attainment.

7. TEMPORARY INCAPACITY

- a) If the Secretary/Treasurer is unable to perform his/her duties as set forth above by reason of illness or incapacity for a period of more than two (2) consecutive weeks, the Council Chair shall assume said duties or make appropriate arrangements for the performance of same.
- b) MD-20 may terminate the employment of the Secretary/Treasurer at any time after the Secretary/Treasurer has been unable to perform the required duties or services, for any reason, for a period of more than sixty (60) consecutive days. This provision ensures continuity of operations and does not limit the Secretary/Treasurer's right to use unpaid sick leave as provided by New York State law.

8. AT-WILL EMPLOYMENT

- a) Nothing in this article or elsewhere in this policy manual is meant to guarantee any minimum number of hours or continued employment. The Secretary/Treasurer's employment remains at-will, and MD-20 retains the right to modify work expectations, scheduling needs, or policies at any time, consistent with applicable law.
- b) Notwithstanding the above, the Council of Governors will endeavor to provide the Secretary/Treasurer with sixty (60) days' advance written notice of an intention to terminate the Secretary/Treasurer's employment and requests that the Secretary/Treasurer provide same. This notice period is requested as a matter of professional courtesy to allow for continuity of operations and orderly transition of duties. Nothing in this provision shall be construed to alter the at-will nature of the Secretary/Treasurer's employment or to limit MD-20's authority to terminate the agreement at any time in accordance with its terms, including the provisions

relating to temporary incapacity.

9. OBLIGATIONS UPON TERMINATION

Upon termination of employment, the Secretary/Treasurer agrees to turn over to MD-20 all property, computers or other electronic devices, records, papers, and documents belonging to MD-20 in any way obtained by the Secretary/Treasurer during the period of employment. This shall include any passwords necessary to access any and all proprietary information belonging to MD-20.

10. DEATH, RESIGNATION, OR REPLACEMENT

In the event of the death, resignation, or replacement of the MD-20 Secretary/Treasurer, the Council Chair shall call a special meeting, either in-person or by virtual means, within two weeks of the time such event becomes known. All MD-20 Council members shall be given immediate notice of the meeting. The purpose of the meeting shall be to select a search committee to review the qualifications and employment terms for the MD-20 Secretary/Treasurer set forth in the MD-20 Policy Manual, and to act on behalf of the Council to identify and submit up to three suitable candidates to the Council to fill the position of MD-20 Secretary/Treasurer. No member of the Council or the committee shall be eligible for appointment to the position being filled.

The Council Chair shall serve as Chair of the Search Committee. Members of the Committee shall be:

- 1) Two present District Governors chosen by their peers attending the special meeting.
- 2) Two representatives from MD-20 current or Past International Directors, to be chosen by their peers attending the special meeting.
- 3) The President of the MD-20 Past District Governors Organization.
- 4) Any MD-20 Past International President
- 5) The current Secretary/Treasurer may serve as an advisor to the Committee, if available to do so.

The Committee will conduct a search, which shall include, but not necessarily be limited to, informing all Past District Governors of the Multiple of the opening. They shall receive applications, conduct screenings and conduct interviews with potential candidates and take other actions they deem necessary to identify up to three candidates to recommend to the Council for consideration. Their deliberations shall be confidential. When the Committee is prepared to make its recommendations to the Council, the Council Chair shall, with a minimum of fourteen (14) days' notice, call a special meeting of the Council to receive and act on the report of the Committee.

11. ADDITIONAL SIGNATORIES

A third signature on all MD-20 accounts, where necessary, would be that of the Vice Council Chair, or a Past International President in the case of emergency.

G. Policy Manual Acknowledgment Form

MD20 Secretary/Treasurer

Employee Name: _____

Position: Secretary/Treasurer (PartTime)

Date: _____

- 1) **Acknowledgment of Receipt**
- 2)

I acknowledge that I have received a copy of the MD20 Policy Manual, including all

policies, procedures, and expectations applicable to the Secretary/Treasurer position. I understand that it is my responsibility to read the Policy Manual, become familiar with its contents, and comply with all policies and procedures contained within it.

2) Atwill Employment

I understand that my employment with MD20 is Atwill. This means that either I or MD20 may terminate the employment relationship at any time, with or without cause or notice. I understand that no representative of MD20 has the authority to alter my atwill status, except through a written agreement signed by the Council Chair at the direction of the Council of Governors. I understand that nothing in the Policy Manual, this acknowledgment, or any performance review, committee evaluation, or communication creates a contract of employment or guarantees employment for any specific duration.

3) Sick Leave (New York State Law)

I understand that MD20 provides unpaid sick leave in accordance with New York State Paid Sick Leave Law. I will accrue one (1) hour of sick leave for every thirty (30) hours worked, up to a maximum of forty (40) hours per calendar year, and may use such leave for any purpose permitted under New York law. I understand that unused sick leave may carry over from year to year, that annual usage may be capped at forty (40) hours, and that sick leave is not paid out upon separation.

4) Vacation and Personal Time

I understand that MD20 does not provide paid vacation, paid personal days, or any other form of paid time off beyond the unpaid sick leave required by New York State law. I understand that I may manage my own schedule and take voluntary unpaid time off, provided that such time off does not coincide with scheduled Council meetings or the MD20 Convention, where my presence is required to perform the duties of Secretary/Treasurer.

5) Compensation Structure

I understand that I am compensated at a rate of **\$25.00 per hour**, capped at **800 hours** per year, and that additional hours may be approved only in increments of 100 hours by the Council of Governors in consultation with the MD20 Finance Committee. I understand that voluntary time off is unpaid and does not reduce or modify the annual cap of 800 compensated hours unless additional hours are approved as described above.

6) Temporary Incapacity and Continuity of Operations

I understand that if I am unable to perform my duties due to illness or incapacity for more than two (2) consecutive weeks, the Council Chair may assume my duties or arrange for their performance. I further understand that MD20 may terminate this Agreement if I am unable to perform my duties for more than sixty (60) consecutive days, regardless of the reason for such inability. I understand that this provision does not limit my right to use unpaid sick leave as provided by New York State law.

7) Policy Changes

I understand that MD20 may modify, revise, suspend, or rescind any policy, procedure, or section of the Policy Manual at any time. I understand that it is my responsibility to remain informed of current policies and to comply with them.

Employee Certification

By signing below, I certify that:

- I have received the MD20 Policy Manual.
- I understand the policies, expectations, and requirements applicable to my position.
- I understand the compensation, sick leave, time off, and incapacity provisions governing my employment.
- I understand that my employment is Atwill.

- I agree to comply with all MD20 policies as they may be amended from time to time.

Employee Signature: _____

Date: _____

MD20 Council Chair : _____

Date: _____

Section III – Chairs and Committees

Operations Review Committee

The Operations Review Committee shall conduct an annual review of the Secretary/Treasurer's performance. The review shall include an interview with the Secretary/Treasurer and an assessment of the Secretary/Treasurer's fulfillment of the duties, responsibilities, and expectations set forth in the Policy Manual. The Committee shall evaluate overall performance, adherence to established procedures, responsiveness to organizational needs, and the effective execution of the duties of the office. The Committee may also consider whether any adjustments to the scope of duties, performance expectations or compensation structure are advisable for the upcoming fiscal year.

The Committee shall present its findings and recommendations to the Council of Governors at the third Council meeting. Such recommendations may include the continuation of employment on similar or revised terms, or termination of employment on terms deemed appropriate by the Council.

The Committee shall consist of one Past International Director selected by his/her peers who shall serve as chair of the committee, the Council Chair, the Vice Council Chair, the third year member of the MD-20 Finance Committee, or if that position is vacant by the member of that committee who will assume the chairmanship in the coming fiscal year, and the Chair of the Long Range Planning Committee or a junior member that committee selected by its chair.

SECTION III - CHAIRS AND COMMITTEES

A. General Provisions

All Standing and At-Large committees shall meet at least once during the Lions Year either by electronic means or in person.

1. Standing Committees

- 1.a). Each standing committee shall meet before September 1st and a written report will be required to the Council by October 1st for review at the second council meeting. Meetings are not necessarily to be held with other planned meetings or conventions. If determined by the Council additional meetings of a committee are required, the expenses incurred by all committee members will be reimbursed under MD-20 Rules of Audit.
- 1.b). A third year member of a standing committee must have served one (1) full year to assume the chair of that committee. *Otherwise, the next senior member of that committee who has served for one (1) full year shall preside as chair.*

2. MD-20 Activity Committees

Activity Chairs shall hold a MD-20 conference with district chairs early in the fiscal year but no later than November 1. The conference should include an exchange of information and enhance and develop work in the Districts.

3. At-Large Committees

- 3.a). Long Range Planning

- 3.b). Policy Manual
- 3.c). Diabetes Awareness
- 3.d). Youth Services
- 3.e). Building a Better MD-20
- 3.f). Building a Better MD-20 Finance
- 3.g). MD-20 Lions Leadership Institute
- 3.h). Information Technology Committee
- 3.i).Marketing Committee

4. Reimbursement

Before reimbursements are released, a copy of the minutes of the meeting or a written report shall be submitted to the MD Secretary/Treasurer for distribution to the Council.

5. Budgets

The Budget Committee will set the availability of funds for the upcoming Lions Year. All expenses incurred by the committee will be charged to that committee's budget.

6. Committee Members and Attendance Requirements

- 4.a). With the exception of the Policy Manual Committee, members of the appointing Council shall not be eligible for appointment to any committee, nor may any immediate past Council member be eligible for appointment to a committee that should have been made the previous year.
- 4.b). No Lion may serve on two committees unless required to do so by either the MD-20 Constitution & By-Laws or Policy Manual.
- 4.c). A committee member/chair who, without extenuating circumstances (i.e. health, business, family, previously scheduled commitments), fails to attend a scheduled meeting or convention, or perform assigned duties, is automatically removed from said committee, and shall be replaced at the next Council Meeting.
Standing, Activity, and At-Large Committee/Chair Application
All recommendations for appointment to MD-20 committees, etc. shall be on MD-20 appointment form (Page 19) and received by the MD-20 office 45 days prior to the Council Meeting at which the appointment is to be considered. One copy of the application form will be forwarded to each Governor-elect as soon as practical following the MD-20 Annual Convention.

7. Standing, Activity, and At-Large Committee/Chair Qualifications

The minimum qualifications needed for appointment to MD-20 Chair and Committees are set forth in the MD-20 Chairs and Committee Qualifications listing (Page 20) which will be forwarded to each Governor-elect together with application.

8. Standing, Activity, and At-Large Committee/Chair Reports

All committees shall submit a written report no later than 14 days prior to each Council Meeting.

9. Multiple District 20 Committee Terms

All MD-20 Committees will be one (1) year appointments with the following exceptions

- a. **MD-20 Finance Committee** shall remain a four-year, four-member committee, operating as currently outlined in the January 2020, MD-20 Policy Manual.
- b. **MD-20 Constitution and By-Laws Committee** shall continue to operate as a three (3) year, three (3) member committee as currently detailed in the January 2020, MD-20 Policy Manual.
- c. **MD-20 LCIF Chair** shall be a three year term as per LCIF guidelines.

COMMITTEE/CHAIR/COORDINATOR APPLICATION

NAME OF COMMITTEE _____ DATE _____

POSITION (CHAIR, MEMBER) _____

LION'S NAME PARTNER'S NAME _____

ADDRESS _____ CITY, STATE, ZIP _____

HOME PHONE _____ EMAIL ADDRESS _____

HOME LIONS CLUB (NAME & DISTRICT) _____ YEARS A LION _____

PRESENT OR PRIOR OCCUPATION _____

LIONS OFFICES /CHAIRS

CLUB LEVEL _____

DISTRICT LEVEL _____

OTHER (I.E. MD OR INTERNATIONAL LEVEL) _____

APPLICANT'S QUALIFICATIONS _____

If selected, I agree to perform the duties for this committee as described in the MD-20 Policy Manual.

LION _____ DISTRICT GOVERNOR _____

This form must be submitted to the MD-20 office no later than 30 days prior to the Council meeting at which the application is to be acted upon.

10. Ad-Hoc Committees

The Council may appoint special committees for specific purposes (ad hoc) for a term not to exceed one year.

11. International Officer Candidate Prohibition against Appointment/Membership

A sub-district or Multiple District candidate for International Officer or International Director may not be appointed to any multiple district office or committee. A member of any multiple district office or committee who becomes a candidate for International Officer or International Director shall automatically forfeit such position. An interim appointment shall immediately be made. In the interest of equity and uniformity, and in the spirit of Lionism, all organizations and entities affiliated with Multiple District 20, including the MD20 PDG Organization, NYS & Bermuda Lions Foundation, Empire State Special Needs Experience, Brandel-Murphy Youth Foundation, Lions SEE, MD-20 Alert Foundation, etc., are encouraged to adopt and enforce a similar prohibition. A candidate for International Office or International Director should be guided by this policy regardless of the presence or absence of any prohibition in the governing documents of an affiliated organization or entity. The failure of any candidate to so comply may be a factor in the council's budgeting decisions relating to an international campaign and the approval of payments pursuant to rules of audit for an endorsed candidate.

12. District Governor or Vice District Governor Candidate Prohibition against Appointment/Membership

With the exception of the Policy Manual Committee and the Finance Committee, a candidate for the position of District Governor or 1st & 2nd Vice District Governor may not be appointed to any committee. A member of any committee who becomes a candidate for sub-district Governor or 1st & 2nd Vice District Governors automatically forfeits such position. An interim appointment shall immediately be made.

COMMITTEE QUALIFICATIONS

Committee chair should be a Past Distinct Governor, whenever possible, because of their knowledge and Multiple District experience.

STANDING COMMITTEES

Finance Committee

This is a four (4) member committee. The Council will annually appoint a Lion to serve a four year term. This appointee will progress as a three year member, a two year member and then one year member. When there is one year of the term left the Lion will serve as chair of the committee.

- Primary background should be in banking, accounting, business ownership, or management.
- Familiarity with budgets and cash management.

1.a.a). sitting 1st Vice District Governors appointed by the Council Chair with the approval of the Council. The 1st Vice District Governors shall serve on this committee only during their term as 1st Vice District Governor and no 1st Vice District Governor shall be eligible to serve as chairperson of the committee. The Chair of the Building A Better Multiple Finance Committee shall be a voting member. Any past or current International Officers, who are active members of a Lions Club in New York State or Bermuda, and the Multiple District Secretary/Treasurer, shall be non-voting ex-officio members of this committee.

1.a.b). The duties of the Finance Committee are:

- 1.a.b.1). Preparation of the annual budget for MD-20 in consultation with the MD-20 Secretary/Treasurer.
- 1.a.b.2). A preliminary budget shall be submitted to the Council and 1st Vice District Governors at the fourth Council Meeting (see sample budget – next page).
- 1.a.b.3). A final budget shall be submitted to each Council for adoption at its first meeting.

1.a.c). The Finance Committee shall monitor the quarterly financial reports of the MD- 20 Secretary/Treasurer.

1.a.d). The Finance Committee shall prepare a long-range (three-year) projection of income and expenditures submission with the preliminary budget at the first meeting of the Council.

1.a.e). When changes in the dues structure of MD-20 are considered, the Finance Committee shall provide the Council with a written report containing its recommendation and justifications therefore. Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.

1.a.f). The MD-20 Secretary/Treasurer shall require an annual audit of the books of MD-20 by an outside professional auditor who shall submit the report to the MD-20 Secretary/Treasurer for distribution to the Finance Committee and the Council of Governors and the report be presented by the auditor at the October Council Meeting.

1.a.g). Expense items not in the annual budget or that otherwise alter the budget allocation shall be referred to the Finance Committee. The Finance Chairperson shall consult with at least three other members of the committee and prepare a budget impact sheet and recommendation for the Council of Governors.

1.a.h). The Finance Chairperson shall consult with, and advise, the Long Range Planning Committee on fiscal matters that may impact long range planning.

1.a.i). Before any new project or activity is undertaken, the Finance Chairperson shall be notified by the proposing body and after consultation with at least three other members of his/her committee shall prepare a budget impact analysis with recommendations back to the body proposing the new project or activity with copies to the Council of Governors.

1.a.j). The Chair of the Finance Committee shall attend all of the MD-20 Council of Governors meetings on a consulting basis under rules of audit and present a quarterly report prepared by the MD-20 Office.

1.a.k). Review and study the allocation of the annual per capita tax to the various accounts and make any recommendations for changes to the Council of Governors no later than the fourth Council Meeting.

1.a.l). Annually review the rules of audit and when appropriate, make recommendations for change to the Council no later than its third Council Meeting. All recommendations shall be coordinated through the Finance Chairperson to the Council.

1.a.m). An RFP for Not for Profit Organization shall be developed and used to solicit bids for a CPA Firm, every five years. The request shall be requested after the October Council of Governor's Meeting.

1.a.n). The Finance Committee will create and maintain a **"Matching Grant Fund"** as a line item in the MD20 budget. This fund will be used exclusively as a resource for matching funds needed to qualify for any administrative LCI or LCIF grant for which the COG wishes to apply. The funds may not be used to supplement any matching funds required by any club, sub-district or MD20 project grant applications for which they are individually responsible. Examples of acceptable grants for which these funds are applicable are, but not limited to, Membership Development Grants, Public Relations Grants, Multiple District Training Grants, Multiple District Marketing Grants, other grants offered by LCI/LCIF exclusively to multiple districts. The Matching Grant Fund will receive up to 20% of any surplus administrative money at the end of each fiscal year. The Matching Grant Fund will be limited to a total accumulated balance of \$20,000 after which all of the surplus money at the end of the fiscal year will be placed into the MD20 Reserve Account.

SAMPLE BUDGET

	2004-2005 Actual		2005-2006 Actual		2006-2007 Actual		2007-2008 Budget		2007-2008 Actual as of 6/30/08		2008-2009 Budget	
	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense
REVENUE												
Dues From Members	\$241,172		\$224,760		\$222,866		\$227,500		\$211,899		\$ 260,800	
Interest Income From Bank A/C	\$ 10,343		\$ 9,340		\$ 7,991		\$ 8,000		\$ 1,000		\$ 4,000	
Total Core Revenue	\$251,515		\$234,100		\$230,857		\$235,500		\$212,899		\$ 264,800	
EXPENSES												
Council Meetings												
Meals	\$ 5,178	\$ 9,283	\$ 4,570	\$ 10,276	\$ 5,625	\$ 9,665	\$ 4,200	\$ 10,000	\$ 4,340	\$ 6,696	\$ 4,000	\$ 10,000
Other Tolls and Mileage		\$ 2,144		\$ 1,995		\$ 1,442		\$ 2,000		\$ 1,157		\$ 2,000
Rooms		\$ 8,072		\$ 6,866		\$ 6,511		\$ 8,000		\$ 3,971		\$ 8,000
Other		\$ 946		\$ 220		\$ 685		\$ 500		\$ 335		\$ 500
Sub-Total	\$ 5,178	\$ 20,445	\$ 4,570	\$ 19,357	\$ 5,625	\$ 18,303	\$ 4,200	\$ 20,500	\$ 4,340	\$ 12,159	\$ 4,000	\$ 20,500
District Reimbursement												
Uniform	\$ 12,327	\$ 61,487	\$ 4,223	\$ 3,167	\$ 1,917	\$ 1,480	\$ 1,100	\$ 52,500	\$ 1,128	\$ 49,172	\$ 1,000	\$ 48,900
MD20 Convention(Attach 1)	\$128,135	\$106,424	\$131,730	\$ 103,939	\$132,808	\$119,334	\$127,000	\$111,050	\$120,736	\$115,543	\$ 131,500	\$ 106,500
International Convention(Attach 2A)	\$ 1,657	\$ 10,045	\$ 1,532	\$ 17,887	\$ 8,571	\$ 21,317	\$ 14,500	\$ 23,650	\$ 10,450	\$ 19,387	\$ 13,000	\$ 18,750
DG To International Conv(Attach 2A)		\$ 10,177		\$ 18,300		\$ 9,382	\$ 1,500	\$ 34,500	\$ -	\$ 24,248	\$ 1,500	\$ 20,000
Committees (Attach 3)		\$ 5,048	\$ 12,000	\$ 8,595		\$ 8,820		\$ 12,150		\$ 9,501		\$ 9,200
Administration(Attach 4)		\$111,165		\$ 133,890		\$121,298		\$133,000		\$116,766		\$ 127,500
Publication (Attach 5)	\$ 8,400	\$ 63,364	\$ 6,500	\$ 68,384	\$ 4,743	\$ 45,891		\$ 41,180		\$ 34,357		\$ 42,090
VDG School	\$ 825	\$ 3,341	\$ 8,419	\$ 2,964	\$ 975	\$ 5,226	\$ 900	\$ 8,500		\$ 6,017	\$ 1,200	\$ 5,000
VDG Rules of Audit				\$ 2,964		\$ 2,800		\$ 4,800		\$ 2,290		\$ 4,800
Reserve For International Campaign		\$ 2,500		\$ 30,501						\$ 500		\$ 10,000
LCI Board Meeting(3/09)	\$ 8,527	\$ 4,705	\$ 3,518	\$ 16,914	\$ 14,715	\$ 12,800	\$ 7,000	\$ 11,500		\$ (2,517)	\$ 14,790	\$ 17,455
Leadership Institute	\$165,049	\$398,701	\$172,492	\$ 471,948	\$169,354	\$417,819	\$156,200	\$453,330	\$136,654	\$387,423	\$ 166,990	\$ 436,695
Sub-total												
TOTAL	\$416,564	\$398,701	\$406,592	\$ 471,948	\$400,211	\$417,819	\$391,700	\$453,330	\$349,553	\$387,423	\$ 431,790	\$ 436,695
	\$ 17,863			\$ 65,356		\$ 17,608		\$ 61,630	\$ (37,870)		\$ (4,905)	
Note 1												
The \$10,000 allocated Reserve for International Director Campaign, will not be expended until the the opportunity presents itself, accordingly this reserve will be set aside on the Balance Sheet. In addition, an additional \$10,000 will be reserved for 2009 and 2010 for a grand total of \$30,000.												

Constitution & By-Laws Committee

- Background and experience in sub-district or multiple district constitution and by-laws.
- Familiarity with Lions International Constitution and By-Laws and related documents, plus Roberts Rules of Order – newly revised (Latest Edition).
- Availability to attend council meetings to serve as parliamentarian.**

2.a). The committee consists of three appointed members each with a three-year term and the chairs of the Long Range and Policy Manual Committees, and the Immediate Past Council Chair. The Council Chair may appoint two members of the MD-20 International Family as ex-officio nonvoting members.

2.b). This committee is responsible for the review and evaluation of all proposed changes to the Constitution and By-Laws and conforming it to changes in the International Constitution and By-Laws. It shall submit recommendations to the Council.

2.c). This committee shall be responsible for creating and updating a table of contents at the front and an index at the end of the MD 20 Constitution and MD 20 By-Laws, citing all references to the subject matter contained

therein. This committee will also be responsible for evaluating and revising a new Constitution and By-Laws as directed by the Council.

(2.c.1). It shall serve as the parliamentarians for the MD-20 annual convention and at all meetings of the Council. Its members shall attend all convention sessions, be immediately available to answer questions and render opinions relative to parliamentary procedure. It shall act in compliance with the Constitution and By-Laws of Lions Clubs International and MD- 20 and in accordance with Roberts Rules of Order, newly revised, latest addition.

(2.c.2). It annually reviews the “convention rules” contained in MD-20 policy manual, Section IV J. Recommendations for changes shall be made no later than the second Council Meeting. These Rules are presented for approval as the Rules of Procedure at the annual MD-20 Convention, by the Constitution and By-Laws Chair.

(2.c.3). Reviews sub-district constitutions, by-laws, and amendments thereto for compliance with the MD-20 Constitution and By-Laws. Approves placement on sub- district ballot at MD Convention after found to be in compliance. Committee chair notifies appropriate District Governor of the committee’s action and sends a copy of said notification to the Council Chair and the MD Secretary/Treasurer. In the event a constitution and/or by-law are found not to be in compliance with the MD Constitution and By-Laws, the notification should include an explanation of why, it does not conform, and cannot be recognized by MD-20.

(2.c.4). The committee shall maintain a file of all sub-district constitutions and by-laws, together with the date of the review and action.

(2.c.5). The period of time before the MD-20 Convention for submission of a balloted change to a sub-district constitution and by-laws shall be a minimum of 60 days.

(2.c.6). The chair of this committee, or another member of the committee as designated by the chair, shall attend every council meeting to act as parliamentarian and advise the council on matters of proper procedure and governance with the Constitution and By-laws of Lions International, International Board Policy, the Constitution and By-laws of Multiple District 20, the Multiple District 20 Policy Manual, and Roberts Rules of Order. Ordinary Rules of Audit shall apply. The chair of this committee, or his/her designee, shall provide a committee report on matters referred to the committee by the council, or matters raised by committee for consideration by the council. Said report is to be submitted to the council at least two weeks prior to the council meeting. The chair of this committee, or his/her designee, shall deliver the report of the committee and answer any questions regarding same at the Friday session of the council meeting.

MD-20 ACTIVITIES

Lions Clubs International Foundation (LCIF)

Should be a PDG among other credentials, and should be a Melvin Jones Fellow. This is a 3 year term.

While the LCIF Chairperson ultimately makes this appointment, the MD-20 Council of Governors shall Recommend a Lion for this role. Serving in this capacity will constitute serving on an MD-20 committee.

1.a). The Chair for Lions Clubs International Foundation (LCIF) shall be responsible in fostering the major objectives of the Foundation.

1.b). The duties are as follows:

(1.b.1). Give assistance and support to the District LCIF chairs.

(1.b.2). At the MD-20 Lions Convention:

(1.b.2.a). Chair the LCIF luncheon.

(1.b.2.b). Report to the general membership the LCIF accomplishments for MD-20 for the year.

(1.b.2.c). When scheduled, Chair the LCIF Seminar at the MD-20 Convention. The MD-20 LCIF Chair has discretion as to the type of program that will be provided.

Multiple District Convention and Convention Chair

- Have attended and participated in 3 of the last 5 years of the MD-20 conventions.
- Shall attend and work at the next 3 MD-20 conventions assisting the host convention chair.
- Planning and promotional background or experience.

Credentials, Sergeant-at-Arms, Nominations, Voting & Flag Ceremony Committee Chairs

- The chair will have worked on with appointed committee in 3 of the last 5 years at the MD-20 Convention

AT LARGE COMMITTEES

Long Range Planning Committee

- a.i. The Long Range Planning committee is composed of the prior year Council Chair (IPCC), the two PCC's preceding the IPCC, and the MD-20 State Secretary/ Treasurer. One current district governor and one current first vice district governor will be appointed by the MD20 Council Chair with the approval of the Council of Governors. The FVDG appointed will be automatically serve as the DG appointed the following year. In the event the FVDG cannot continue during his/her DG year or if the FVDG does not perform in a satisfactory manner the MD20 CC will appoint a replacement from the current Council of Governors.
- a.ii. For continuity purposes it is beneficial to also invite the current Council Chair and Council Chair Elect as guests in an advisory capacity.
- a.iii. The committee chair will be the senior PCC in terms of service on committee. If for any reason one of the committee members cannot serve, a replacement past council chair shall be appointed by the Council of Governors.
- a.iv. The Long Range Planning committee will meet in person or via teleconference any time the committee deems necessary, but will have at least one meeting prior to June 30 of the Lions' year.
- a.v. This committee is responsible for identifying future needs, setting long-term goals, and developing strategies to guide growth and sustainability of the MD20 Lions' mission over an extended period (typically 3–10 years). It will promulgate and present recommendations concerning solutions that will provide for the smooth operation and increased growth of "Lionism" in Multiple District 20. This committee will develop and present recommendations to the Council of Governors and will address questions presented to it by the MD20 Council of Governors.
- a.vi. The Long Range Planning Committee will collaborate with the MD20 Building a Better Multiple Committee and the MD20 Global Action Team on all recommendations. This will ensure that all short term and long term recommendations put forth by these committees are in alignment, and do not conflict with any other initiatives that are in progress or under consideration. To facilitate this collaboration, the Long Range Planning Committee, the Building a Better Multiple Committee and the Global Action Committee will meet at least once per Lions year. This meeting can be in person or via teleconference.
- a.vii. The report of the Long Range Planning Committee to the Council of Governors shall be made at the July Council of Governor's meeting for their consideration and possible action.

Policy Manual Committee

- a). This committee is composed of the Council Chair, Constitution and By-Laws Chair, Past International President, if any; sitting Officer or Director, if any; two sitting District Governors named by the Vice Council Chair, with the approval of the Council; a 1st Vice District Governor named by the Council Chair, with the approval of the Council; two past International Directors named by the Council Chair, with the approval of the Council; and the MD-20 Secretary/Treasurer. The committee chooses its own chair who is also a member of the MD-20 Constitution and By-Laws committee.
- 1.b). This committee is responsible for the maintenance of the Policy Manual. It shall be responsible for creating and updating a table of contents in front of the Policy Manual and an index at the end of the Policy Manual, listing all references to the subject matter contained therein, and where applicable, citing the section of the MD 20 Constitution and By-Laws bearing on said policy.
 - (1.b.1). This committee recommends specific changes to the Council of Governors, which will:
 - (1.b.1.a). Amend, delete, or supplement existing provisions when requested to do so by the Council of Governors.
 - (1.b.1.b). Keep the manual consistent with current MD-20 practices and procedures.

(1.b.1.c). This committee implements the additions, amendments, and revisions to the Policy Manual after approval of specific recommendations made pursuant to subsection (D) (c) (1) above. Such approval shall be by the majority vote of the Council at any single Council Meeting after presentation of any proposed amendment to the Policy Manual, except the reallocation of MD 20 per capita tax, and changes to the official MD-20 uniform which both require the approval of two successive Councils.

(1.b.1.d). This committee conforms the manual to changes in Lions Clubs International or MD-20 Constitution and By-Laws.

(1.b.1.e). Unless directed otherwise, the committee will meet annually, shortly after the first Council Meeting, to prepare a report for Council action at its second and or third meetings.

(1.b.1.e.i) If additional meetings are needed, they shall, whenever possible, be scheduled in conjunction with other planned meetings, conferences, or conventions.

Diabetes Committee

(1.a.1). Familiarize yourself with the Diabetes Awareness Programs on the LCI website.

(1.a.2). Coordinate and work with the District Diabetes Awareness Chairs to provide information and materials needed for them to ensure a timely participation and implementation of their goals.

(1.a.3). Study the needs of the Multiple District and determine what is being accomplished to meet those needs.

(1.a.4). Summarize the accomplishments of the District's Diabetes Chairs and send the report to each District Governor by the first week in May.

(1.a.5). When scheduled, chair the Diabetes Seminar at the MD-20 Convention together with an assigned District Governor. At the Seminar, the Multiple District Health Services Chair may use discretion as to the type of program that will be provided.

Youth Services Committee

Shall have the following sub-committees

Leo Committee

Lions Quest

Peace Poster Chair

Reading Action Program

Building A Better MD-20

Building a Better Multiple: Mission statement “Analyze the current condition of our Multiple District and develop strategic plans for Building a Better Multiple District 20.”

The committee is composed of the Past International Presidents, MD-20 Past International Directors, the sitting Council chair, the Chair of the Long Range Planning Committee, and a Vice District Governor appointed by the Council of Governors . The chair shall be the Immediate Past International Director.

The following are the sub committees which will meet as directed by the Council of Governors:

Finance, Communication, Membership GMT, Leadership GLT, and relevant MD-20 committee chairs. The committee chair and the Council of Governors will have discretion as to what sub committees are active.

a. Building a Better Multiple Finance committee:

This sub-committee will conduct an annual review of the MD-20 office operations and procedures.

The committee will review, with the MD-20 Finance Committee and MD-20 Secretary/Treasurer any new items to come before the Council which would result in significant, ongoing increase in annual expenses to MD-20. It will make suggestions, in consultation with the MD-20 Secretary/Treasurer, for any changes that may be made to increase the efficiency of MD-20 as well as any expense savings to the Council. In addition, this committee will conduct an annual employee review of the MD-20 Secretary Treasurer and the Office Manager. The committee will serve as a voting member of the MD-20 Finance Committee. The chair shall be a past international director, appointed by the chair of the Building a Better Multiple Committee in consultation with the MD-20 Secretary/Treasurer.

MD-20 Lions Leadership Institute Committee

- Per Lions Clubs International guidelines.

Information Technology Committee

This committee shall be composed of the following sub-committees.

- a) Privacy/Cyber Security Committee
 - a. This sub-committee shall be one Lion, appointed by the Council annually. The Lion serving in this capacity should demonstrate expertise in cyber security and current national, state and local laws.
- b) MD-20 Webmaster
 - a. This sub-committee shall be composed of one Lion, appointed by the council annually with demonstrated expertise in web design and have the following responsibilities.
 - Maintaining/keeping current the MD-20 website.
 - Work with the MD-20 Marketing, Privacy, Cyber Security and Social Media Committees.
 - **ALL articles to be placed on the MD-20 Website or the MD-20 Magazine MUST first receive the Approval of the MD-20 Secretary and /or the Council, as appropriate**
 - d) Each of these committees are independent of each other but should work closely together.

Marketing Committee

This is a four (4) member committee. The Council will annually appoint a Lion to serve a four-year term. This appointee will progress as a three-year member, a two-year member and then one-year member. When there is one year of the term left the Lion will serve as chair of the committee. To ensure equal representation and balance of regional marketing needs and practices the committee members will each represent one of the 4 regions of MD20. The appointments will rotate among the individual districts within each MD20 region. If a district does not have an appropriate nominee the next district in line will have an opportunity to nominate a Lion to the committee.

This committee will be responsible for developing and implementing marketing plans for MD20. Since the needs and practices vary greatly throughout the multiple district each of the members representing their regions will modify the overall MD20 plan to meet their individual needs. The responsibilities will include but not be limited to:

Social Media: responsible for the website, Facebook, Twitter, and any other internet-related avenues that reach the public

Public Relations/Advertising and Communications: disseminating information to the public to affect public perception by utilizing mass media including free public service announcements, handouts, brochures, etc. Communications-internal and external.

- b. one of their responsibilities being the development of a “Branding Program” for Lionism within MD-20, to share with the COG as well as Marketing Committee. (We need to be telling the same story all the time.)

MD-20 Convention Operations

Committee shall be appointed once every third year to meet, review, analyze and, if necessary, make recommendations to the MD-20 Council of Governors.

The review should include, but not be limited to, Convention Operations, activities, cost, timing and any other areas deemed appropriate by the committee. The Council of Governors shall authorize the committees’ activation at the first Council of Governors meeting in July of the tri annual year. The committee shall consist of the MD-20 Secretary/Treasurer; the MD-20 Convention Chairs for the next three years and eleven (11) Lions, one from each sub district, the Council Chair and the President of the MD-20 PDG Organization. The Lions to be appointed from each of the sub districts shall **NOT** be a DG,

Multiple District 20 GLT Coordinator



GLT-Multiple District: GLT Multiple District Coordinator

Responsibilities:

1. Supports and motivates GLT-District.
2. Assesses training and leadership needs in multiple district; communicates needs to Area Leader.
3. Establishes training and development plan for multiple district with guidance from Area Leader.
4. Organizes and promotes training at multiple district conferences and conventions.
5. Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities.
6. Educates Lions in multiple district on and encourages use of LCI leadership development programs, tools and resources.
7. Organizes first and second vice district governor training.
8. Evaluates training and development programs in multiple district and provides feedback to Area Leader and Leadership Division.
9. Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development.
10. Institutes, encourages graduates' active involvement.
11. Ensures leadership training and development is emphasized throughout the multiple district.
12. Enhances awareness and understanding of the need for quality leadership at all levels of the association.



GLT-MD COORDINATOR APPLICATION PACKET

Lions who meet the qualifications listed below for GLT-MD Coordinator should be considered for this position. Once a candidate has been identified, they should then be presented with the application, to be completed and returned as soon as possible. The Council Chairperson, along with the present and past multiple district leaders should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate with the respective GL T Area Leader to identify qualified candidates. International Directors in the area may also be consulted.

QUALIFICATIONS

The GLT-MD Coordinator candidate must possess the abilities and skills to identify, expand and present leadership development programs that meet the needs of their multiple district. Additional qualifications include:

1. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of leadership programs and field positions, especially District Governor teams.
4. Previous experience organizing training at multiple district conventions and ideally at Area Forums.
5. Ability to effectively deliver training and education.
6. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with a positive evaluation.
7. Ability to commit to a three-year term as GLT-MD Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
8. Ability to travel within the multiple district.
9. Ability to participate in leadership training and development opportunities sponsored by LCI.
10. Ability to effectively collaborate with GMT-MD Coordinator to address multiple district needs.

GLT-MD Coordinator Application Packet



GLT-MD COORDINATOR APPLICATION

Appointment for a GL T-MD Coordinator is a one-year term

TO SERVE: JULY 1, _____ THRU JUNE 30, _____
(Please type or print all information)

Multiple District # _____

Candidate Name _____

Address _____

City _____

State/Province _____

Zip/Postal Code _____

Country _____

Occupation _____

Club Name _____

Current Lion Title _____

(Include country and city codes before telephone numbers)

Membership # _____

Residence Telephone _____

Residence Fax _____

Residence E-Mail _____

Business Telephone _____

Business Fax _____

Business E-Mail _____

Club Number _____

of Years as a Lion _____

Please state any volunteer and/or professional experience that qualifies you for this position.

Check Lion Positions Held:

International Director

Multiple District Coordinator: Membership Extension Retention Leadership Development

District Chairperson: Membership Extension Retention Leadership Development

Council Chairperson

Region Chairperson

Zone Chairperson

District Governor

Club Chairperson: Membership Extension Retention Leadership Development

Council Chairperson

Other (specify): _____

Are you available to travel throughout the multiple district to conduct leadership development programs?

Yes No

Please state situations or conditions that might limit the time or energy of your services.



MAJOR RESPONSIBILITIES OF A GLT-MD COORDINATOR

Please carefully review the following major responsibilities and sign the commitment statement below.

Job Description

I Goal Setting

- a. Establishes leadership development goals and implement an action plan incorporating the goals and objectives of the GLT.
- b. Communicate goals and plans to the Leadership Administration Department at LCI
- c. Provide guidance to district GLT as it establishes leadership development goals and objectives
- d. Develop and promote a multiple district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
- e. Motivate GLT-District to set goals and develop district and club programs that enhance leadership skills
- f. Present a budget to the multiple district council in order to fund a leadership development plan

II Communication

- a. Communicate goals and implementation procedures to all GLT District Coordinators
- b. Communicate with GMT-MD Coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts
- c. Keep multiple district and districts updated on new leadership development programs and resources
- d. Publish leadership development initiatives in the multiple district newsletter, on the multiple district website, and in other publications
- e. Utilize monthly reporting system to foster open communication and monitor each district's progress and provide monthly feedback to GLT District Coordinators, past district, multiple district and international officers
- f. Submit a monthly report to the respective GLT Area Leader on the status of leadership development in the multiple district
- g. Advise the GLT Area Leader and Leadership Administration Department at LCI of leadership development needs to support the multiple district, districts, and clubs
- h. Identify and encourage potential new leaders and promote involvement of institute graduates in Leadership responsibilities at the multiple district level

III Training

- a. Facilitate the training of district governors-elect in the multiple district; report evaluation of training to GLT Area Leader and to the Leadership Administration Department at LCI
- b. Collaborate with GMT-MD Coordinator in planning and conducting workshops and seminars
- c. Share leadership development techniques, curriculum, motivation and support using the resources available from LCI
- d. Motivate multiple district and district Lions members to develop and improve their leadership skills
- e. Advise GLT Area Leader and the Leadership Administration Department of any new and innovative training techniques that have been successful as a result of their leadership development efforts

I have read the above responsibilities of a GLT-MD Coordinator and agree to execute them to the best of my abilities.

Applicant (print name)

Applicant Signature

Date

FOR MULTIPLE DISTRICT USE ONLY The Council of Governors has appointed the above candidate to serve as the GLT Multiple District Coordinator for the term

July 1, _____ through June 30, _____.

Council Chairperson (Signature)

Date

GLT Area Leader (Signature)

Date



GLOBAL MEMBERSHIP TEAM (GMT) MD COORDINATOR APPLICATION PACKET

Lions who meet the qualifications listed below for GMT MD Coordinator should be considered for this position. Once a candidate has been determined, they should then be presented with the application - to be completed and returned as soon as possible. The Council Chairperson, along with the present and past multiple district leaders should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate with the GMT Area Leader to identify qualified candidates.

QUALIFICATIONS

The GMT MD Coordinator candidate must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of their multiple district. Additional qualifications include:

1. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
4. Previous experience organizing training at multiple district conventions and ideally at Area Forums.
5. Ability to effectively deliver training and education.
6. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with high evaluation score.
7. Ability to commit to a three-year term as GMT MD Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
8. Ability to travel within the multiple district.
9. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
10. Ability to effectively collaborate with GLT counterpart to address multiple district needs.

GMT-MD Coordinator Application Packet

MAJOR RESPONSIBILITIES OF A GLOBAL MEMBERSHIP TEAM (GMT) MD COORDINATOR

Please carefully review the following major responsibilities and sign the commitment statement below.

Job Description

I Goal Setting

- a. Set membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the multiple district GMT. Communicate goals and plans to the GMT area leader on or before September 1st of each Lions year.
- b. Develop and promote a multiple district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- c. Motivate GMT district coordinators to set goals and develop district and club programs that improve membership, extension and retention skills.
- d. Present a budget to the multiple district council in order to fund a membership, extension and retention development plan.

II Communication

- a. Communicate goals and implementation procedures to all GMT district coordinators.
- b. Communicate with GLT-MD coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- c. Keep multiple district and districts updated on new membership, extension and retention development programs and resources.
- d. Publish membership, extension and retention development initiatives in the multiple district newsletter, on the multiple district website, and in other publications.
- e. Establish a monthly reporting system to foster open communication and monitor each district's progress and provide monthly feedback to GMT district coordinators, multiple district and international officers.
- f. Submit a quarterly report to the GMT area leader on the status of membership, extension and retention development in the multiple district.
- g. Advise the GMT area leader of membership development needs to support the multiple district, districts, and clubs.

III Training:

- a. Collaborate with GLT MD coordinator in planning and conducting workshops and seminars.
- b. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
- c. Motivate multiple district and district Lions members to develop and improve their membership, extension and retention skills.
- d. Advise the Membership Operations Department of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

I have read the above responsibilities of a GMT MD coordinator and agree to execute them to the best of my abilities.

Applicant (Signature)

Applicant (Print Name)

Date

Multiple District

FOR MULTIPLE DISTRICT USE ONLY

The Council of Governors has appointed the above candidate to serve as the GMT MD Coordinator for the term
July 1, _____ through June 30, _____.

Council Chairperson (Signature)

Date

GMT Area Leader (Signature)

Date

**LIONS CLUBS INTERNATIONAL GLOBAL MEMBERSHIP TEAM
(GMT) MD COORDINATOR APPLICATION**

Appointment for a GMT-MD Coordinator is a one-year term

TO SERVE: JULY 1, _____ THRU JUNE 30, _____
(Please type or print all information)

Multiple District # _____

Candidate Name _____

Membership # _____

Address _____

Residence Telephone _____

City _____

Residence Fax _____

State/Province _____

Residence E-Mail _____

Zip/Postal Code _____

Business Telephone _____

Country _____

Business Fax _____

Occupation _____

Business E-Mail _____

Club Name _____

Club Number _____

Current Lion Title _____

of Years as a Lion _____

(Include country and city codes before telephone numbers)

Please state any volunteer and/or professional experience that qualifies you for this position.

Check Lion Positions Held:

International Director

Multiple District Coordinator: Membership Extension Retention Leadership Development

District Chairperson: Membership Extension Retention Leadership Development

Council Chairperson

Region Chairperson

Zone Chairperson

District Governor

Club Chairperson: Membership Extension Retention Leadership Development

Council Chairperson

Other (specify): _____

Approximate number of hours per week you will be able to dedicate to this position?

What days or hours are you unavailable to serve in this position?

Are you available to travel throughout the multiple district to conduct leadership development programs?

Yes No

Please state situations or conditions that might limit the time or energy of your services.

Multiple District Global Service Team Coordinator (GST)

Term

One year; selected by the multiple district (per the multiple district constitutional bylaws). May serve multiple terms.

Position Overview

As the GST multiple district coordinator, you are the service program expert ensuring districts achieve the distinct goals of their area. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in maximizing beneficiaries served.

Actions for Success

- Develops and executes an annual multiple district action plan that will monitor progress towards service goals. Follows up with districts that are behind on their goals and offers motivation and support.
- Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- Collaborates with GMT and GLT to provide retention strategies to districts.
- Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
- Serves as a resource and content expert for regional best practices in service project implementation.
- Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- Acts as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships.
- Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
- Monitors LCIF Grants given to multiple district.

Measuring Success

- Increases service project implementation and reporting by 5% over previous year.
- Increases diabetes project implementation by 5% over previous year.
- Identifies and reports at least one advocacy opportunity in each multiple district.
- Identifies at least one service initiative in region that can be strengthened by LCIF resource utilization.
- Increases Leo Club development and hands-on service collaboration between Lions and Leos over the previous year.

Multiple District Global Membership Approach Coordinator (GMA)

North America Membership Initiative

Multiple District Champion Job Description

Appointment of the MD GST Coordinator is a one-year term

A NAMI multiple district (MD) champion is a leader who promotes the initiative within their multiple district, fosters accountability and reports results. The MD champion collaborates with the council chairperson, MD GAT leaders and NAMI district champions to support district success.

A NAMI MD champion can be the MD GMT coordinator, a past council chairperson, vice council chairperson or another respected leader within the multiple district. With the other responsibilities of council chairpersons, it is not recommended they also take on this role.

The typical NAMI MD champion role is outlined below. However, a NAMI best practice is to do what works best for your multiple district. For example, a MD could decide to divide these responsibilities between two or even three co-champions.

Educator

- Becomes familiar with the NAMI materials available from the NAMI webpages at lionsclubs.org/nami, most importantly, the NAMI process presentations and resources
- Working with the multiple district leadership team, organizes a meeting for the multiple district to apply the NAMI process concepts at the MD level, resulting in a MD SWOT analysis, MD goals and a plan to support district goal achievement
- Attends MD and district meetings as needed to provide NAMI information and resources

Team Leader

- Encourages all districts in the MD to participate in NAMI throughout the year
- With the council chairperson, reviews NAMI district goals and plans and challenges them when needed to help ensure they are achievable
- Maintains the MD plan, tracks MD and district goals vs. actuals and holds team members accountable for progress in meetings and individual follow up conversations

Communicator

- Holds monthly meetings (typically these are webinars) with NAMI district champions to review goals, progress and next steps, and also celebrate successes
- Collects and summarizes monthly results for the four NAMI areas of focus from MD leaders and Lions Clubs International reports
- Reports progress monthly to their GAT area leader, MD leaders and district champions with the latest data, accomplishments and next month's activities; solicits ideas and improvement suggestions

Motivator

- Promotes themselves as the go-to person for NAMI at the MD level, in collaboration with MD GAT leaders; escalates questions to GAT area leaders for resolution
- Collects and shares success stories, as well as awards and recognition available
- Expresses encouragement and support for team members who are struggling, appreciation and thanks for jobs well done

SECTION IV – MD-20 CONVENTION

A. Convention Chair

1. Shall be a Lion in good standing, in a Lions club which is also in good standing, from the area in which the convention is held. Have knowledge of MD-20 and shall be appointed at the third Council Meeting of the 2 years preceding the Convention they will chair. At the time of their appointment, shall have attended at least 2 of the last 3 MD-20 conventions.

The responsibilities cover a three-year period. After appointment, the chair designate must work closely with the current chair both before and at the MD-20 Convention. After having served one year as Chair, continue to work, but now as an advisor to the current chair through and during the next MD- 20 Convention.

2. Shall prepare promotional literature for each issue of the New York Lions Magazine.
3. Shall be responsible for coordination of the MD-20 Convention in conjunction with the MD-20 Secretary/Treasurer and the Council of Governors.
4. Shall be responsible for press and TV coverage at the time of convention.
5. Shall attend the second, third, and fourth meetings of the Council of Governors while chair and supply written reports.
6. The MD 20 Convention Chair shall be responsible for securing a local high school band to play at the annual MD 20 Convention.

B. Convention Committee

1. The committee shall be a three-person committee consisting of the immediate past MD-20 Convention Chair, the current MD-20 Convention Chair, and the succeeding MD-20 Chair. The chair of the committee will be the current MD-20 Convention Chair, with the immediate past MD-20 Convention Chair serving as an advisor/consultant, and the succeeding MD-20 Convention Chair as a member in training. The term on the committee shall be one year for the immediate past MD-20 Convention Chair, 2 years for the current MD-20 Convention Chair, and 3 years for the succeeding MD-20 Convention Chair.
2. There shall be one planning meeting, called by the MD-20 Convention Chair of the sub district host committee prior to the second Council of Governors meeting.
3. MD-20 Convention Program ads:

The chair will work with the host district committee and convention bureau in the publication of the convention book. The cost of printing and the proceeds from advertising sold will go to the host committee. The Multiple will have the right to assign pages needed for the official convention program.

C. Convention Host Committee

The host committee shall solicit exhibitors, and designate table assignments. All rental fees shall be determined by the Multiple District office and payable to MD-20. Fees for exhibitor will be as follows: No table rental fees shall be assessed to Lions Camp Badger, MD20 Alert Foundation and NYS & Bermuda Foundation, Lions SEE, and Brandel Murphy Foundation., all of which may sell raffle tickets. MD 20 projects and activities will be provided one table, at no cost, to place informational items. This included all MD-20 projects and Leo's, Lions Institute, Peace poster, Lions Camp Badger, NYS Bermuda foundation, Lions SEE, Brandel Murphy Foundation. Full rental shall apply to commercial exhibitors who may sell items which are not official Lions International items. No other group may sell raffle tickets. Fee for all booth rentals will be \$150 per booth. The convention booth rental chair will also be responsible for all booths are in compliance with the convention rules regarding selling of items and raffles.

Convention committee chairs shall be appointed by the Council of Governors at the second Council meeting. The prospective chair shall have served on the committee at least 2 of the past 5 MD-20 conventions and may be appointed by any sub district. These committees are Credentials, Sergeant-at-Arms, Nominations, Elections, and Flag Ceremony

D. MD-20 CONVENTION APPOINTMENTS

1. CREDENTIALS COMMITTEE

- a. Shall be composed of a Credentials chair and two additional Lions appointed by the District Governor of each sub district. One alternate should also be appointed by the District Governor of each sub district to be available. If two members are not available, the District Governor is required to be present.
- b. District Governor should advise all members to attend the meeting on Friday morning
- c. All members will be given a copy of this section at the Friday morning meeting.
- d. Committee chair, at least two hours prior to first session, will make sure room is set up with 12 tables and 2 chairs at each table.
- e. All members will arrive 30 minutes before the first certification session and 10 minutes for any session thereafter. Two members at each table with district sign on front of table.
- f. No members of the committee shall be allowed to certify their own district members during certification. Committee members may be rotated or assigned by committee chair and the MD-20 Secretary/Treasurer.
- g. Committee members will compare the number of delegates allowed on the clubs form with the list from LCI (supplied by the MD-20 Secretary/Treasurer). If wrong, a single line will be placed across the wrong number and the correct number written above it.
- h. Committee members must certify that all voting delegates are members of clubs in good standing with Lions Clubs International and MD-20. (No outstanding bill over 90 days per list from MD-20 Secretary/Treasurer). Therefore, committee member will remove all club sheets with outstanding balances and return them to the committee chair to return them to the MD-20 office.
- i. Each delegate must exhibit a convention badge and photo ID to the committee member.
- j. Each delegate must be listed on the delegate/alternate form supplied by their club. If no form for their club, refer them to the MD-20 office. If alternate – Their District Governor must initial club form next to their name in order for an alternate delegate to become a delegate.
- k. Committee member must verify that the convention badge, photo ID and the name on the form are the same person.
- l. Upon certification, committee member will place a colored dot (supplied by MD-20 Secretary/Treasurer) on the delegate's certification card and stamp the certification card and next to their name on the club form with the certified stamp (supplied by MD-20 Secretary/Treasurer).

2. Sergeant-at-Arms

- a. Shall be composed of the chair and three Lions appointed from each sub-district.
- b. The committee maintains order and decorum at the respective meetings of the conventions and shall perform such other duties as the Council of Governors may assign them.
- c. Committee members at the entrance to the credentials and election rooms will ask all members to have their photo ID and convention registration badge out before entering the room.

3. Elections Committee

- a. Shall be composed of a chair and two lions appointed from each Sub-district. There should be a total of 25 members of the election committee. One alternate should also be appointed by the District Governor of each sub district to be available. If two members are not available, the District Governor is required to be present.
- b. District Governor should advise all members to attend the meeting on Friday morning
- c. All members will be given a copy of this section at the Friday morning meeting.
- d. Committee chair, at least two hours prior to first session, will make sure room is set up with 12 tables and 2 chairs at each table. At least one additional table should be in center for delegates to vote on.
- e. All members will arrive 30 minutes before the elections begin. Two members at each table with district sign on front of table.
- f. No members of the committee shall be allowed to certify their own district members during certification. Committee members may be rotated or assigned by committee chair and the MD-20 Secretary/Treasurer.
- g. Committee member will verify that ballot box is empty, has correct district and then seal it until the election ends.
- h. NYS & Bermuda Foundation and others requesting a vote must supply their own ballot box, along with their ballots.
- i. Committee member will verify that they have the correct ballots for the district that they are working at.
- j. Each delegate must exhibit a convention badge and photo ID to the committee member.
- j. Each delegate must have a certification card with a colored dot and a stamp on it to vote.

- k. Committee member must verify that the convention badge, photo ID and the name on the certification card are the same person.
- l. Once a certified voting delegate is appropriately identified, the committee members for that sub-district retain the certification card, place a different colored dot and stamp (supplied by the MD-20 Secretary/Treasurer) on the voting verification card and return it to the voting delegate together with the all ballots.
- m. Voting will be away from district voting stations and designated observers to insure private and un-intimidated voting.
- n. The voting delegate, and only the voting delegate, will place his or her ballot in the correct ballot box.
- o. Voting delegates may remain in the voting area only long enough to vote and place their ballots in the ballot box.
- p. Only members of the Elections Committee, voting delegates, Sergeants-at-arms (as required), special advisors, and designated observers are permitted in the voting area.
- q. When ready the committee chair will advise the sergeants-at-arms to let the credentials committee in to vote first.
- r. Past and present MD-20 International Officers and Directors (as a group) may be requested by the Council Chair or the Elections Committee Chair to act as special advisors and have the power, together with the Elections Committee Chair to take corrective action in the event improper/inappropriate procedures are observed.
- s. One designated observer per candidate is authorized in contested elections. Designated observers will remain well away from the actual balloting area and not engage in any conversation with voting delegates.
- t. No electioneering will be permitted in the voting area.
- u. At the conclusion of the voting, the area will be cleared of everyone except the members of the election committee, special advisors and designated observers. Sergeants-at-Arms will be stationed outside each entrance and exit. Those inside, except for the Elections Committee Chair, will remain in the area until the results are announced. When all ballots are counted, members of the International Family who were appointed special observers shall be allowed to return to the stage and all others may be escorted by the Sgt.-At- Arms to a reserved section in the convention hall where they will remain until excused.
- v. The Committee is responsible for the tabulation of the votes.
- w. No member may be excused until it is determined that their services will no longer be needed.
- x. When challenges result in the need for a recount, said recount will be conducted only by the Election Committee members who made the original count. Said recount shall include comparing the number of ballots and the number of certification cards.
- y. In the event of a recount or a tie, in addition to the committee members, the following may be present: the Council Chair, those members of the MD-20 International Family who served as official observers, the Constitution and By-Laws Committee and the District Governor (s) of the district (s) involved.
- z. Signs will be erected in the voting area reminding delegates to remain until results are announced and there are neither challenges nor ties requiring a re-vote.
- aa. The committee chair will provide written reports as follows:
First to the presiding officer of the final session of the annual MD-20 Convention one report containing the results (no numbers) of the voting for all MD-20 matters (such as, but not necessarily limited to – MD-20 Constitution and By-Laws amendments, convention city, MD candidate for International Director or Second Vice-President.)
Second to each District Governor containing the results (no numbers) of that district's vote for Governor ,1st Vice-Governor and 2nd Vice District Governor; and the results (no numbers) of the vote on any other sub-district matters.
- bb. The Committee is also responsible for the review of election procedures to determine the most efficient manner to conduct the elections. Any recommendations should be forwarded by the chair to the Council Chair and the MD-20 office.
- cc. Committee chair will read off the results of the elections, without numbers.
- dd. The Elections Committee shall present a tabulated tally of votes, by rank, within each sub-district for each candidate to the MD-20 State Secretary for safe keeping for at least 45 days.

E. Pin Trading

Pin Trading space shall be arranged for the Pin Traders Club of New York and Bermuda, by the MD-20 Secretary/Treasurer, at the annual MD-20 Convention. The Rules of the LCI Constitution and the policy of the Lions International Pin Traders Club shall be observed and enforced by the Board of Directors of the PTCNY&B.

Pin traders may rent space, if available, in the exhibit area at the same rate charged to Lions clubs.

If requested, a table to promote scholarships, and provide membership information for the PTCNY&B, will be provided, at NO CHARGE to the PTCNY&B. The MD 20 Secretary-Treasurer shall determine availability. No selling or trading of pins shall be permitted in this space.

Meeting space will be arranged for the Pin traders Club of New York and Bermuda by the MD-20 Secretary/Treasurer at the annual MD-20 Convention per LCI Board Policy. This policy shall be policed by the Board of Directors of the PTCNY&B Organization.

F. Flag Ceremony Committee

Shall be composed of one Lion appointed from each sub-district. It shall be the responsibility of the Council of Governors to appoint a flag ceremony committee chair and co-chair. The committee must unpack the flags and place in alphabetical order at 10:20 am Friday to assure flags are announced in proper sequence.

The committee is responsible for the presentation of the flags of Lionism at the Friday opening session of the MD-20 Convention. Participation in the presentation of flags shall be by Lions and Leo's from each district in MD-20. It ensures that those presenting the flags and those acting as honor guards are in full uniform.

It is responsible for the taking down and packing of the flags and flag stands at the close of the MD-20 Convention on Sunday.

G. The Nominating Committee

of the multiple district convention shall be composed of the Nominating Chairperson selected by the Council of Governors, and one member from each sub-district appointed by the district governor of each sub-district. The member appointed shall be an active member in good standing of a club in good standing and shall not, at the time of the appointment, hold or be a candidate for any district or international office. Committee members are required to attend all Nominating Committee meetings held prior to the opening of the convention in order to review the qualifications of each candidate pursuing office and shall obtain from such prospective candidates any additional evidence needed to meet the necessary qualifications for the office sought. The chairperson of the Committee shall place the names of all qualified candidates for each office in nomination at the Friday session of the convention.

H. MD-20 Convention Format

THURSDAY

6:00 pm – 9:00 pm	Convention Registration
8:00 pm – 11:00 p.m.	Welcome Party Hosted by Convention City CVB

FRIDAY

8:30 am – 9:30 am	Breakfast with the District Governors
8:30 am – 3:30 pm	Convention Registration
9:00 am – 3:00 pm	MD Office
9:00 am – 3:30 pm	Lions Goods Store
9:00 am – 3:30 pm	Exhibit Booths
10:00 am – 3:00 pm	Lion Pin Trading
10:30 am – 2:00 pm	Convention Committee Meetings
12:00 pm – 3:00 pm	Delegate Certification
12:00 pm	Melvin Jones Fellow Luncheon
12:00 pm	Welcome Lions Luncheon

Participants in the Flag Ceremony sit in a reserved section at the rear of the convention hall.

4:00 pm	First Convention Session
	Call to Order
	Invocation
	Flag Ceremony
	Introduction of Council of Governors, Lion Dignitaries and Partners in Service
	Welcome
	Preliminary Report of Credentials
	Adoption of Rules
	Constitution and By-Laws Committee Report (if any)
	MD-20 Secretary/Treasurer Report
	MD-20 PDG Organization Leadership awards
	Next Year's Convention Site Report
	Introduction of International Guest

Address by International Guest
 Response and Appreciation
 Presentation of Ambassador of Good Will and/or International President's Awards
 Nominations of District Governor candidates by Chair of Nominations Committee
 Nominations of Vice-District Governor candidates by Chair of Nominations Committee
 Nomination (s) of International Director/Second Vice President candidate (s) by Chair of
 Nominating Committee
 7:30 pm Adjourn First Session

SATURDAY

7:30 am – 9:00 am	MD-20 PDG Breakfast
8:30 am – 9:30 am	Breakfast with the 1 st Vice District Governors
8:00 am – 12:00 pm	Convention Registration
8:00 am – 4:00 pm	Lion Pin Trading
9:00 am – 12:00 pm	MD Office
9:00 am – 11:30 am	Delegate Certification
9:00 am – 3:30 pm	Exhibit Booths
9:00 am – 4:00 pm	Lions Goods Store
9:30 am – 11:30 am	Four Lions Workshops as Selected by the Council
12:00 pm – 1:45 pm	Lions Luncheon
2:00 pm – 4:00 pm	Four Lions Workshops as Selected by the Council
6:00 pm – 9:00 pm	Convention Theme Party

SUNDAY

SPECIAL NOTICE: All voting delegates are advised that, in the case of a challenge or a tie vote (any office, convention site, etc.) a re-vote will take place immediately. All voting delegates are requested to remain until the close of the final session.

6:30 am – 12:00 pm	MD Office
7:00 am – 10:15 am	Delegate Voting
7:00 am – 11:00 am	Lions Goods Store
7:30 am – 8:30 am	Convention Registration
7:30 am – 9:00 am	Delegate Certification
9:10 am	Memorial Service
9:45 am	Doors Opened
10:00 am	Second Convention Session

Call to Order
 Combined Reports of District Governors
 Recognition of Chair Persons for Sight, LCIF, Youth Services, and Health Services
 International Report
 USA/CANADA Lions Leadership Forum Report
 MD-20 Membership Report
 Past Presidents' Trophy
 Past Directors' Trophy
 MD-20 PDG Association Trophy
 MD-20 Committee Reports when Requested by Council.
 Each report limited to two (2) minutes. (This note included in printed program.)
 New York/ Bermuda Lions Foundation
 Lions Camp Badger
 Lions SEE Program
 Brandel-Murphy Foundation
 MD20 Alert Foundation
 Final Report of Credentials
 Resolution Committee Report
 Presentation of New President of MD-20 PDG Association
 Report of Elections Committee – results of MD-20 and sub-district Constitution and
 By-Laws Amendments Balloting (when applicable)
 Announcement of 1st & 2nd Vice-District Governors Elect –
 (district(s) with contest(s) is last)
 Presentation of District Governors Elect (district (s) with contest (s) are last)

Presentation of MD-20 Candidate for International Office by the CC.

Runner(s) up may have opportunity to make comments.

Benediction

11:30 am – noon

Adjourn MD-20 Convention

I. Multiple District 20 Bidding Process

1. No municipality may bid to host an MD 20 Convention in consecutive years.
2. Any municipality that is currently hosting an MD 20 Convention or any municipality that has been awarded a convention bid for a future convention shall not be allowed to bid again until they have hosted said convention.
3. Prior to the State Secretary/Treasurer signing any contracts related to the MD 20 Convention, such contracts will be reviewed, if legal counsel has reservations or objections to such contracts, he/she will set forth those reservations in writing to the MD 20 Secretary/Treasurer.
4. ALL Convention Bid's shall be received in the MD-20 Office **NO LATER than 30 days prior to the October Council of Governors Meeting** in the year in which the Convention Bid is being submitted. Failure to meet the established deadline will result in the exclusion of the late bid from consideration.
5. **A Convention Bid Committee Shall consider the following:**
6. **Timeliness of the bid submission. Was the bid received at least 30 days prior the October Council of Governors Meeting? Thoroughness of the Bid; are ALL RFP items addressed. Fiscal impact of the bid's submitted.**
7. **ALL Convention Bid's received on time shall first be reviewed by the MD-20 Convention Review Committee. Said committee shall be as follows: Chair of the Building a Better MD-20 Finance Committee, Chair of the MD-20 Policy Manual Committee, MD-20 Council Chair, MD-20 Secretary/Treasurer**
8. **The committee shall select the Chair of the committee at the Annual Meeting, prior to commencing the review process.**
9. **The Committee shall develop a BID REVIEW REPORT for presentation to the Council of Governors NO LATER than seven (7) days prior to the October Council of Governors meeting.**

J. Multiple District 20 Convention Request for Proposal

Request for Proposal for the Multiple District 20 Lions Clubs of New York State and Bermuda Annual Convention 20xx

Organization Profile

The Lions Clubs of New York State & Bermuda Multiple District 20 is part of the Lions International Organization. In Multiple District 20, there are over 14,000 Lion members in over 550 Clubs throughout New York and Bermuda. The organization was formed to assist their local communities in the areas of sight, hearing, youth, and other charitable work both in the Multiple District 20 geographic area and throughout the world.

Annual Convention Profile

The Multiple District 20 Lions Annual Convention draws an attendance of approximately 1,200 members and their families each year from across New York State and Bermuda. The members attend the convention to learn how to improve charitable service efforts, officer-training classes, officer elections, networking, and fellowship.

The convention, on average, attracts 20 to 40 service activity exhibitors and vendors. Their booths are open Friday and Saturday during convention. For optimum foot traffic, this exhibit area must be located in one highly visible location in close proximity to convention seminars and other activities. Tables and booth space will be provided at no charge.

Time of the Year

The dates of the convention

are determined by District Governors, International Officers, and Directors elections and must be held at least 30 days prior to the International Convention. Multiple District 20 allows bid dates to be submitted no earlier than the last weekend in April and no later than the 3rd weekend in May excluding Mother's Day and Memorial Day weekend.

Location

A convention /conference center and hotels with a minimum of 450-500 sleeping rooms within walking distance or a reasonable shuttle service is preferred.

Lodging Requirements

Arrival/ Departure Patterns and Room Blocks

	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
# OF ROOMS	50	150	400 300	400 300

Hotel Accommodations

Multiple District 20's peak room block should allow for 400 rooms (minimum) with up to 50 additional rooms available. The attendees will book their own room reservations through the Convention and Visitor's Bureau housing system. The Multiple District 20 Lions shall not be financially responsible for any room booked for the Multiple District 20 Convention. Any rooms in the hotel block not used will be released 45 days before the Convention. Cancellations and room changes prior to 45 days before the convention will be handled through the CVB. The Convention and Visitors Bureau or hotel will send out confirmation notices to the attendees. The confirmations should also state the policy on transferring rooms, refunds, and cancellation.

Headquarters' Hotel

Traditionally, one hotel is designated as "Headquarters" and houses the convention's VIP's. Meeting rooms and food and beverage functions are divided as equally as possible between the headquarters hotel and the convention center or other acceptable hotel within walking distance of the headquarters hotel. The headquarters hotel must be a full service hotel located in close proximity to the convention center. Multiple District 20 requires the greater portion of 150 rooms or 85% of the total hotel rooms for the headquarters hotel. In addition, a minimum of 12 suites or similar type rooms at the headquarters for VIP's and other district hospitality rooms are required. The headquarters hotel will be the only property that Multiple District 20 will sign with a guarantee and attrition clause. A minimum of 12 suites total between all properties should be available within close proximity of the headquarters hotel. The Multiple District 20 Lions will have the right of release of any room block provided by any and all other properties if the hotel requests a release prior to 45 days before the convention. There shall be no attrition clause in those contracts.

Complimentary Housing requirements

One (1) room for every 50 occupied room nights.

Hotel Front Desk Information

Check-In

The busiest check-in days will be Thursday and Friday.

Checkout

On Sunday, at the conclusion of the closing session, usually around noon, expect requests for late checkouts (the hotel to determine whether they can accommodate each request on an individual basis). Approximately 50 room's convention VIPs must be scheduled for a late checkout.

Reservations

Multiple District 20's peak room block should allow for 450 rooms. All reservations will be booked through the convention and visitor bureau housing program, "Meeting Max" or similar program as stated. The Multiple District 20 Lions request that attrition be waived for the guestroom block. Any guestrooms in the block that have not been filled will be released 45 days prior to the Convention. Reservation confirmations, changes and cancellations will be handled through the Convention & Visitors bureau housing system.

Convention Center & Hotel Requirements

Business Services

Multiple District 20 generally has all materials arranged in advance, but there may be the need for photocopying, faxing, or transparencies. Advise of all costs (if any). Absolutely no business services or any other kinds of charges are to be billed to the Multiple District 20 Lions master account without the approval of the Multiple District 20 Office staff.

First Right of Refusal

Due to the size and complexity of the Multiple District 20 Lions Convention, we require the first right of refusal on all space that is being held.

Accounting/Billing Information

- Master account is to be direct billed with payment upon convention completion.
- All master account charges are to be signed by the Multiple District 20 Secretary or Office Administrator.
- Meeting room rental should be provided at no charge (based on food & beverage as well as sleeping room usage)
- All food events are to be billed to the master account with the exception of the Past District Governors Breakfast, which will be billed directly to that group.

Rules and Regulations

All rules and regulations are to be clearly spelled out in the original contract.

Convention & Visitors Bureau Requirements

- The Local CVB, and/or any third party electronic vendor engaged by MD-20 will process all lodging requests for the convention attendees at no cost to the MD-20 Lions.
- Master housing lists will be submitted to the MD-20 office by the CVB.

Exhibitors space requirements

- The Multiple District 20 Lions require an exhibitor area to accommodate 20 to 40 booths.
- Backdrop of drapery or wall space and tables be provided at no additional fee.
- The exhibitors must be in an area along with other convention functions.
- Booth space should be standard 8 foot front.
- Have electric outlets in exhibit area available for those who request them.

Audio Visual Equipment Requirements

- All A/V equipment for sessions and seminars will be billed to the master account.
- Requests for additional equipment and internet service must be approved by the Multiple District 20 office before use.
- One free microphone will be provided for the general sessions and all of the seminar meeting rooms at no expense to the Multiple District 20.
- All spotlights and video screens for sessions and seminars will be billed on the master account.

Food and Beverage requirements

Luncheon menus should offer a different menu for Friday and Saturday functions.

Meal functions required for the Lions Convention are:

- Thursday coffee break during morning Council Meeting (40)
- Thursday evening first night party,(150-200 attendees), food and drink *sponsored by host city*
- Friday Lions Breakfast, Hosted by the District Governors 75-125.
- Friday Melvin Jones Luncheon 125-175.
- Friday Welcome Luncheon 75-100
- Saturday Past District Governors Breakfast 150-200 (to be billed to that group)
- Saturday Lions Breakfast-hosted by the Vice District Governors 75-125
- Saturday Lions Luncheon 200-300.
- Convention Gala 350-450.

Meeting room requirements

- The general sessions require a seating area of 1500 theater style with a stage to accommodate 50 people.
- Past conventions have required the same meeting space needs year after year. The following are minimum requirements for concurrent seminars.
 - Theater style set up for 150 Saturday morning and afternoon seminars.
 - Theater style set up for 3 rooms for Saturday morning and afternoon seminars.
 - A secure room with phone service for the Multiple District office.
 - Room with 12 tables around perimeter for the delegate certification.
 - Room or lobby entrance of convention center for registration tables.
 - Multiple District Lions Store should be a secured area of approximately 2000 square feet.
 - Multiple District Pin Traders room approximately 1500 square feet.
 - Room available for voting with 12 tables inside perimeter.
 - Small meeting room with seating for 20 for special committee meetings.
 - Secured Storage area for flags, band equipment, and other items.

Transportation Requirements

The following factors determine the extent of shuttling required by the Convention:

- The number of hotels necessary to house the convention delegates.
- The number of hotels with respect to the convention center and meeting locations.
- If shuttling is necessary for the entire length of the convention, it must begin on Friday from 8:00 am until midnight, Saturday from 6:30 am until midnight, and Sunday from 6:30 am until 1 pm. The shuttle service shall be on a continuous loop approximately every 15 minutes.

Schedule of events

Wednesday

Council of Governors and other VIP's arrive

Thursday

Multiple District 20 office is set up

9:00 am – noon Council of Governors Meeting

Tour of Convention Center

VIP Tour sponsored by host city if available

6:00 – 9:00 pm Convention Registration

8:00 – 11:00 pm Welcome Party funded by the CVB

Friday

8:30 am – 9:30 am Breakfast with the District Governors

8:30 am – 3:30 pm Convention Registration

9:00 am – 3:00 pm MD Office

9:00 am – 3:30 pm Lions Goods Store

9:00 am – 3:30 pm Exhibit Booths

10:00 am – 3:00 pm Lion Pin Trading

10:30 am – 2:00 pm Convention Committee meetings

12:00 pm – 3:00 pm Delegate Certification

12:00 pm LCIF Luncheon

12:00 pm Welcome Lions Luncheon

3:30 pm – 7:30 pm Opening Session

Saturday

7:30 am – 9:00 am MD-20 PDG Breakfast

8:00 am – 4:00 pm Lion Pin Trading A.M.

8:30 am – 9:30 am Breakfast with the 1st Vice District Governors

8:00 am – 12:00 pm Convention Registration

9:00 am – 12:00 pm MD Office

9:00 am – 11:30 am Delegate certification

9:00 am – 4:00 pm Lions Goods Store

9:00 am – 3:30 pm Exhibit Booths

9:15 am – 11:30 am 4 Seminars

12:00 pm – 2:00 pm Lions Lunch

2:15 pm – 4:15 pm 4 Seminars

6:00 pm – 9:00 pm

Convention Gala

Sunday

6:30 am – 12:00 pm	MD Office
7:00 am – 10:15 am	Delegate Voting
7:30 am – 8:30 am	Convention Registration
7:30 am – 9:00 am	Delegate Certification
7:00 am – 11:00 am	Lions Goods Store
9:10 am	Solemn memorial Service
9:45 am	Doors Opened
10:10 am	Second Convention Session

To submit a Proposal, please send the following information:

From the Convention Center:

- Dates of availability.
- Complete floor plan of the convention center.
- Specification of the exact space being held day by day.
- Sample contract with actual costs for center rental.
- Menus with actual prices.
- Information regarding unions working in the convention hall.
- Actual breakdown of additional costs for the center including but not limited to, chair set up charges, room set up chairs, breakdown of equipment rental and any other fees not included.
- Signed Multiple District 20 Contract Addendum (attached).

From the Hotels

- Dates of availability.
- Committed sleeping rooms including the number of Kings, Queens, Doubles, Suites, Handicapped rooms.
- Meeting room space available during convention.
- Cost of the above mentioned rooms.
- Complete floor plan of hotel.
- Specification of the exact space presently being held listed by day.
- Sample contract with actual prices.
- Multiple District 20 attached contract addendum.
- Comp. policy (usually 1/50).

From the CVB:

- **The year prior to hosting the convention, the CVB will provide a Friday evening hospitality party, have an exhibit at that convention, and encourage early convention registration.**
- Requirements for processing lodging, in consultation with any electronic vendor engaged by MD-20
- Shuttle bus transportation availability and who will pay for the service.
- A city map-listing convention center and hotels within walking distance Information on local attractions.
- The host city will provide the Thursday night welcome party for approximately 250 at no fee to the attendees or Multiple District 20 Lions, which would include entertainment, hors d'oeuvres, soda, beer, and wine.
- Provide financial support for the entertainment at the Saturday night convention gala.

From Host District:

Copy of a resolution approved by the voting district cabinet in support of hosting the convention, with a commitment of working support, if the convention is held in their sub-district. MD 20 is a separate organization from any Lions sub-district, and the multiple will not provide volunteers to be involved in the host district convention committee. Failure to provide, at time of presentation, written support from any host Lions sub-district, will have a serious impact on the proposal.

Qualified cities will be invited to do a formal presentation to the MD-20 Council of Governors on Friday, October 23, 2020 in Binghamton NY.

Your proposal must be received no later than October 1, 20XX

Mail to: Multiple District 20 Lions of New York & Bermuda
PCC Kelly Clark, Secretary/Treasurer
200 Gateway Park Drive Building "A"
North Syracuse, New York, 13212-3751
Kclarkmd20@gmail.com
315 771 1817

If you have questions, please contact me. Thank you.

PCC Kelly Clark

MD-20 Secretary/Treasurer

K. Convention Rules

The Council of Governors and the Multiple District Convention Chair, and committee, urge and request 100% compliance with all convention rules, for the betterment and safety of all conventioners and their families.

1 CONVENTION RULES

REGISTRATION

All participants, Lions and guests alike, must be registered in advance of the Multiple District 20 Convention to participate in convention activities. A registration fee, the amount of which is set by the Council of Governors, shall be collected from each delegate, alternate and guest attending the convention. Those wishing to attend the convention can access a register form online at MD20Lions.com. Registration requests submitted after the **(Date)** deadline will be processed at the sole discretion of the Multiple District 20 Secretary/Treasurer. **MD-20 Convention registration badges must be worn at all times and are required to attend all sessions, seminars and workshops. At the discretion of the Sergeant-at-Arms, Lions and guests who are not able to secure registration badges prior to the opening of the First Plenary Session may be permitted to enter the assembly hall to witness the proceedings, but will not be permitted to vote on any motion presented to the delegates**

CERTIFICATION/DUES

All delegates and alternates must be certified at this Multiple District 20 Convention. Photo ID must be presented for certification. In order to certify its delegates and alternates, a club must be in good standing with Lions Clubs International, Multiple District 20 and its sub-district. **To acquire good standing, all club fiscal responsibilities, which includes outstanding dues, entrance fees and other overdue balances acquired prior to April 1st of this year, must be paid in full to Lions Clubs International, Multiple District 20, and the sub-district, no later than fifteen (15) days prior to the close of credential certification. This includes pro rata dues and entrance fees for any new members added to the club roster prior to April 1st.** To exercise voting privileges at this convention, all dues, entrance fees and other overdue balances owed to LCI, MD20 and the sub-district must be received and paid no later than (15-day cut off date). Absolutely no exceptions will be made to this rule.

CONVENTION DELEGATES AND ALTERNATES

Each chartered club in good standing in Lions Clubs International, its district, and this multiple district shall be entitled in each convention of this multiple district to one (1) delegate and one (1) alternate for each ten (10) members or major fraction thereof, who have been enrolled for at least one year and a day in the club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to above shall be five (5) or more members. Notwithstanding the above, each chartered club in good standing shall be entitled to at least one (1) delegate and one (1) alternate at each such convention. It is further provided that the district governor in each district, by virtue of the office, and each past district governor (including any past or present international officer or director) who is an active member of a chartered Lions Club in good standing, shall be a certified delegate to each such convention, but shall not be included in the delegate quota of his/her club for any such convention.

Delegate forms have been distributed to club secretaries by the District Governor in each district and must be returned to the Multiple District Office no later than **(date)**. The delegate form indicates the number of delegates and alternates to which a club is presumptively entitled based on the club's most recent membership report to Lions Clubs International, and reflects the number of members enrolled in the club for at least one year and a day when the form was generated. **The final number of delegates and alternates that a club may certify at convention is subject to**

change by the Certification Committee based on the final membership report generated by Lions Club International as of April 1, 20xx which shall be binding.

A Lion who has been enrolled in the club for less than a year and a day may serve as a delegate. Each club may determine delegate eligibility.

REPLACEMENT OF A CERTIFIED DELEGATE BY AN ALTERNATE

The District Governor of each sub-district within Multiple District 20 shall be solely responsible for permitting the replacement of a delegate listed on the official Delegate Form, whether certified or not, by a certified alternate at the Multiple District Convention. The District Governor shall require verification of the replacement by the club's president or secretary. Such verification may be made in person, in writing, or may be received electronically (text or email) or telephonically.

Only those alternates listed on the club Delegate Form furnished by Multiple District 20, and on file with the Multiple District Office at the Multiple District Convention, shall be eligible to replace a previously certified delegate. All delegate changes must be accomplished prior to the beginning of the Convention Memorial Service on the Sunday morning of the Multiple District Convention.

CONVENTION SESSIONS AND SCHEDULED EVENTS

The members of the Council of Governors shall be the officers of the Multiple District 20 Convention. The Council Chair shall serve as the presiding officer of the convention. The Council of Governors shall arrange the order of business for the convention, and same shall be the order of the day for all sessions. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

It shall be the duty of both the presiding officer and the delegates in attendance to begin, carry on, and close each session of the convention, as well as scheduled seminars, workshops, forums, luncheons, and dinners on time. Lions in attendance are expected to attend all sessions of the convention until recess or adjournment is ordered. No Lions or guests shall congregate or loiter in the lobbies or outer rooms so as to disrupt any convention proceeding. Lions are expected to attend and participate in scheduled workshops and seminars and support the social functions organized by the convention committee.

Hospitality rooms shall not be open during the times of any official business session or any scheduled seminar, workshop, forum, luncheon, or dinner. When open, they shall comply with all applicable laws, rules, and regulations and standards of common courtesy.

FUNDRAISING

No individual committee, club or district may conduct any fundraising activities at the Multiple District 20 Convention. This includes raffles, selling of souvenirs, pins, or material regardless of the worthiness of the project. The following organizations shall be exempt from this rule to the extent provided below: Empire State Special Needs Experience, Inc. at Lions Camp Badger; New York State & Bermuda Lions Foundation, Inc.; Lions SEE Inc.; and the Brandel/Murphy Youth Foundation Inc. (collectively "exempt organizations").

1. The exempt organizations are granted permission to sell raffle tickets at the MD 20 Convention.
2. The exempt organizations are granted permission to hold their raffle drawings on the Sunday of the convention as scheduled by the MD 20 Secretary/Treasurer.
3. The exempt organizations are granted the opportunity to have free booth space at the MD 20 Convention to promote their programs and mission.
4. If requested, the Pin Traders Club of New York and Bermuda will be provided free booth space to promote scholarships and provide membership information. The MD 20 Secretary/Treasurer shall determine the availability of same. No selling or trading of pins shall be permitted in this space.

Any other fundraising activities must be authorized by the Council of Governors.

PIN TRADING

Pin trading space will be made available to the Pin Traders Club of New York and Bermuda if requested, and if so requested shall be arranged for by the MD-20 Secretary/Treasurer. No pin trading shall be permitted during convention business sessions.

The Rules of the LCI Constitution and the policy of the Lions International Pin Traders Club shall be observed and enforced by the Board of Directors of the PTCNY&B.

NOMINATIONS

Notice of intention to run for the office of district governor, first vice district governor or second vice district governor must be filed with the council secretary in the multiple district office **no later than –(date)**. Said notice must provide evidence of the candidate's compliance with the qualifications set forth in the International Constitution and By-Laws for the office sought. The council secretary will forward said notice to the Nominating Committee, which will review the qualifications of the candidate prior to the opening of the multiple district convention and rule on the eligibility of such individual to stand for election. The chairperson of the Nominating Committee shall place in nomination at the multiple district convention the names of all candidates so qualified. If no noticed candidate for an office is deemed qualified, the chairperson of the Nominating Committee may entertain the nomination of a qualified candidate from the floor, subject to verification of said individual's qualifications.

The order of nominations will be as follows: second vice district governor candidates, first vice district governor candidates, then district governor candidates. In the event of a contest, the candidates from the district hosting the contest will be nominated **after** the candidates from the districts hosting uncontested elections. There shall be one seconding speech **not to exceed sixty (60) seconds** for each second vice district governor candidate. In the event of a contest, the supporters of each second vice district governor candidate may engage in a floor demonstration **not to exceed ninety (90) seconds** immediately following the seconding speech. The Council Chair, as presiding officer of the convention, shall recognize one Lion in good standing for the purpose of seconding the nomination of all candidates for first vice district governor. In the event that a candidate for first vice district governor has not previously been nominated for the position of second vice district governor, then, and only then, will a seconding speech not to exceed **sixty (60) seconds** be permitted for the first vice district governor candidate. There shall be a seconding speech not to exceed **ninety (90) seconds** for each district governor candidate.

District governor candidates are required to send 2 photos and a brief bio to the MD 20 office no later than sixty (60) days before the convention which will be included in the convention issue of the MD 20 magazine.

Notice of intention to run for the office of international director or international third vice president shall be filed with the council secretary in the multiple district office no later than sixty (60) days prior to the convening date of the multiple district convention. Said notice must provide evidence of the candidate's compliance with the qualifications set forth in the International Constitution and By-Laws for the office sought. The council secretary will forward said notice to the Nominating Committee, which will review the qualifications of the candidate prior to the opening of the multiple district convention and rule on the eligibility of such individual to stand for election. The chairperson of the Nominating Committee shall place in nomination at the multiple district convention the names of all candidates so qualified. Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration. A floor demonstration not to exceed five (5) minutes may follow.

The MD-20 office will forward proof of each candidate's election to LCI after the multiple district convention.

CAMPAIGNING

Candidates for any office voted on at this convention are prohibited from participating in any official capacity at any function open to all attendees at this MD-20 Annual Convention.

It shall be prohibited to campaign for any candidate for office, or exhibit, display or possess any campaign material within the voting area, as well as within 100 feet of the voting area. The term "campaign material" shall include, but not be limited to, the display, exhibition or possession of any sign, placard, paraphernalia, literature, document or other similar or like item, which directly or indirectly refers to any candidate for office. This rule shall be enforced by the Sergeant-At-Arms.

All posters and other campaign material advertising candidates for district governor, first vice district governor, second vice district governor, international director or international officer shall be posted only in approved locations and only within the hotels or convention halls being used specifically for convention purposes as set forth in "Convention Rules" detailed on page 56. It is expected that all due care and consideration will be exercised with regard to private property. Any liability resulting from the posting of said campaign material is the responsibility of the person or organization for which it was erected. No campaign material is to be posted on any public thoroughfare. The Convention Committee and the Council of Governors specifically request that all such material be removed at the close of the convention.

CONVENTION VOTING

Photo ID must be presented for voting and certification.

You must be registered to be certified.

You must be certified to vote.

You must be listed on your club's delegate form.

Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Each vote shall be by secret written ballot. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district.

Each vote can be cast only by a duly certified delegate whose credentials to serve as such have been passed upon and recognized as valid by the Credentials Committee of the convention. A certified alternate may be permitted to replace a certified delegate only with the permission of the District Governor in accordance with the policy set forth above.

Voting Procedure

In an election involving **only one candidate**, the ballot shall take the following form:

2Instructions: Clearly indicate your vote by placing an “X” or “✓” in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

To be elected, the candidate is required to secure a majority of all votes cast. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. A tie between yes and no votes would indicate that a majority has not been received. If a majority vote is not received in the election for district governor, first vice district governor, or second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-laws shall apply. The same ballot form shall be used when a question is submitted to the convention for consideration.

In an election involving **two candidates**, the ballot shall take the following form:

3Instructions: Clearly indicate your vote by placing an “X” or “✓” in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

To be elected, the winning candidate is required to secure a majority of all votes cast. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. In the event of a tie, or if a majority vote is not otherwise achieved, the balloting shall continue until one of the nominees receives a majority of the valid votes cast.

In an election involving **three or more candidates**, a preferential voting ballot shall be used and shall take the following form:

4Instructions. Indicate your preference by clearly marking next to each candidate’s name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1 – representing highest preference, 2 – next preference, etc.).

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

To be elected, the winning candidate is required to secure a majority of all votes cast. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. In counting the votes, the ballots are arranged in piles according to indicated first preferences. If any one candidate receives a majority of first preference votes, he/she is declared the winner. If no candidate receives the majority of first preference votes, then the candidate receiving the fewest first preference votes is eliminated and his/her votes are redistributed according to the second preference listed on each such ballot. The votes for the remaining candidates are then recounted. If any one

candidate receives a majority of first and second preference votes, then he/she is declared the winner. If no remaining candidate receives a majority vote, then the process is repeated by redistributing the votes of the candidate receiving the least number of first or second preference votes. His/her votes will be distributed to the remaining candidates in the preferred order indicated. This process shall continue until one candidate receives a majority of votes cast.

If a ballot having one or more names not marked with a preference ranking comes up for placement at any stage of the counting and all of its marked names have been eliminated, it shall not be placed in any pile, but shall be set aside and treated as a blank for that round of counting.

If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

Challenges to the results of any vote must be made to the Chair before the close of the session or within 15 minutes of the final Report of the Elections Committee Chair, whichever comes first.

In the event of a tie or a challenge necessitating a re-vote, the polls will be reopened for 30 minutes, or until the last delegate in line at that time has voted.

PARLIAMENTARY AUTHORITY

Except where otherwise herein provided, Robert's Rules of Order Newly Revised latest edition, shall govern the Parliamentary Procedure.

CONVENTION CALL (MEDIUM TYPE)

Official Notice:

This is the official call for the Annual Convention for the Lions Clubs of Multiple District 20, New York State and Bermuda, Inc. to be held the date of (date) in the (building) in (Community), New York.

The Council of Governors has directed that the hours for Certification of delegates and voting shall be as follows:

Convention Registration: (Location)

Thursday, (date)	6:00 pm – 9:00 pm
Friday, (date)	8:30 am – 3:30 pm
Saturday, (date)	8:00 am – Noon
Sunday, (date)	7:30 am – 8:30 am

Delegate Certification: (Location)

Friday, (date)	Noon – 3:00 pm
Saturday, (date)	9:00 am – 11:30 am
Sunday, (date)	7:30 am – 8:30 am

Delegate Voting: (Location)

Sunday, (date)	7:00 am – 10:15 am ONLY
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MD-20 Office Hours: (Location)

Friday, (date)	9:00 am – 3:30 pm
Saturday, (date)	8:00 am – Noon
Sunday, (date)	6:30 am – 10:30 am

Any District Governor, present and Past International Officers, Past District Governors, or Provisional District Governors are allowed the right to vote independent of the club delegate quota.

Friday

Good Morning Breakfast with the Council of Governors

8:30 am – 9:30 am

Open Microphone, All are invited

NO TICKETS WILL BE SOLD AT THE CONVENTION

Friday Committee Meetings

Room

10:30 am - Credentials

11:00 am - Sgt. at Arms
11:30 am - Resolutions & Rules
1:30 pm - Voting and Elections
2:00 pm - Nominations
12:00 pm - Flag Ceremony

LCIF Luncheon

12:00 pm to 1:30 pm
PCC
Speaker: International
NO TICKETS WILL BE SOLD AT THE CONVENTION

Welcome Lunch (coordinated by Partners in Service)

12:00 pm to 1:30 pm
Partners of the Council of Governors
Speaker
NO TICKETS WILL BE SOLD AT THE CONVENTION

Friday Session Program: 4:00 pm

Opening Convention Session
Call to Order, Council Chair, MD-20
Introduction of Council of Governors and Lion Dignitaries
Flag Ceremony: Chair
Announcer
Presiding PDG, Council Chair, MD-20
Welcome: DG
Preliminary Report of Credentials
Adoption of Rules: Chair, MD-20 Constitution & By Laws Committee
Constitution & By Laws Report, Chair, MD-20 Constitution & By-Laws Committee
MD-20 Financial Report, PCC Timothy Jachlewski, MD-20 Secretary/Treas.
Announce MD-20 PDG Organization Leadership Awards, President, MD-20 PDG Organization
Introduction of Featured Speaker Convention Speaker: International
Response and Appreciation Council Chair, MD-20
Report and Nominations of District Governors and Vice District Governors. Chair, MD-20
Nominations Committee
7:30 pm Close First Convention Session

Saturday (No Business Session)

PDG Organization Breakfast

7:00 am to 9:00 am
PCC, President, PDG Organization
Speaker: International Officer

Good Morning Breakfast

8:30 am – 9:30 am
Conversations with your Vice District Governor, All are invited
8:30 AM to 9:30 AM
NO TICKETS WILL BE SOLD AT THE CONVENTION

Sample Saturday Morning Workshops

TO AVOID DISRUPTIONS, NO ONE WILL BE ADMITTED AFTER WORKSHOP BEGINS.

I have included the workshop presenters email address. Please send them your questions and also if you are going to attend to help assure enough materials are available at each workshop

Four (4) Morning workshops will be from 9:30 am until 11:30 am

Convention Lunch

12:00 NOON to 2:00 PM, All are invited

Entertainment by 20XX-20XX M D -20 Council of Governors
NO TICKETS WILL BE SOLD AT THE CONVENTION

Saturday Afternoon Workshops

Four (4) Afternoon workshops will be from 2:00 pm until 4:00 pm

New York State & Bermuda Lions Foundation Annual Meeting

4:00 pm – 5:00 pm

All Lions are welcome to attend

The Empire State Special Needs Experience, Inc. at Lions Camp Badger Annual Meeting

4:00 pm – 5:00 pm

All Lions are welcome to attend

Lions SEE Program Annual Meeting

4:00 pm – 5:00 pm

All Lions are welcome to attend

Brandel-Murphy Foundation Annual Meeting

4:00 pm – 5:00 pm

All Lions are welcome to attend

MD20 Alert Foundation Annual Meeting

4:00 pm – 5:00 pm

All Lions are welcome to attend

Convention Gala

6:00 pm – 10:00 pm, All are invited

Doors open at 6:00 pm. Dinner served at 7:00 pm, sharp

NO TICKETS WILL BE SOLD AT THE CONVENTION

Sunday

7:00 am – 10:15 am Delegate Voting

7:30 am – 9:00 am Delegate Certification

7:30 am – 8:30 am. Convention Registration

9:00 am Interdenominational Service Including MD-20 Necrology Service

Sunday Session Program: 10:10 AM

Convene Business Session, PDG, MD-20 Council Chair, Presiding

Report of District Governors - Council of Governors, MD-20 CC, MD-20 PDG Organization Membership Growth Awards

Presentation of Past MD20 Presidents Trophy (Recognizes the District that has achieved the highest % of new member growth) PIP

Multiple District 20 Past Directors Award (Recognizes the District that has the highest % of membership retention) PID

NYS /Bermuda MD-20 Foundation Raffle Drawing

Final Report of Credentials Chair, Credentials Committee Report of Resolutions Committee Chair, Resolutions

Presentation of President, MD-20 PDG

Organization Report of Elections and Voting

Chair, Voting & Elections Committee

Presentation of Vice District Governors Elect, MD-20, 20XX-20XX CC

Presentation of District Governors Elect MD-20, 20XX-20XX

Presentation of successful International Candidate (if any)

CC, BENEDICTION

11:15 AM

Adjourn xxth Annual MD-20, Lions Clubs of New York State and Bermuda, Inc., Convention. See You in XX

LIONS GOODS STORE

The Empire State Special Needs Experience, Inc. at Lions Camp Badger shall be the exclusive operator of the Lions Good Store at all future MD 20 Conventions.

FOUNDATION

1. The NYS & Bermuda Lions Foundation is granted permission to sell raffle tickets at the annual MD- 20 Convention.
2. The Foundation is granted permission to hold its raffle drawing on the closing session (Sunday) of the annual MD-20 Convention.
3. The Foundation is granted the opportunity for free booth space at the MD-20 Convention.

MD20 LCIF COMMITTEE

1. The MD-20 LCIF Committee is granted permission to hold an annual raffle at the MD-20 Convention without seeking permission until such time that the Committee chooses to discontinue the practice or the Council of Governors withdraws the privilege for cause.

SECTION V – OFFICIAL MULTIPLE DISTRICT 20 UNIFORMS

A. The official “Lions of MD-20” uniforms, including partners in service, shall be:

- | 1. ITEM | UNIFORM |
|------------------|--|
| Navy Blue Blazer | Yes |
| MD-20 Emblem | Yes |
| Pants | Khaki-Tan/Skirt |
| Shirt/blouse | White |
| MD-20 tie | Yes |
| Shoes/socks | Brown/Black Shoes |
| Pin | Official Lions Clubs International Lapel |
2. The Council may authorize the wearing of the approved white MD-20 polo shirt as the International parade uniform.
 3. This uniform is used to create an image of uniformity throughout MD-20.
 4. Proposed changes to the Official MD-20 Uniform shall require the approval of two (2) consecutive Councils (2/27/10)

B. The Bermuda Uniform shall be:

1. Navy blue blazer *
2. White shirt
3. Yellow Bermuda shorts for men and skirts for women Navy blue knee length socks
4. Black shoes

* The official MD-20 emblem is part of the uniform for all Bermuda Lions. When the alternate summer uniform is designated by the Council, the blazer will not be worn.

C. It shall take the affirmative vote of two (2) consecutive MD 20 Council of Governors to make any recommended or suggested changes to the uniform of the official MD-20 uniform.

D. The Official Patch of MD-20



E. Use of MD20 Name and Logos

1. The use of the name “MD-20 Lions” or any associated derivation of that name, including “MD20” or “Lions of NY State and Bermuda,” or the use of any emblem, logo or symbol of MD20 implying an association or sanctioned relationship with MD-20 in/on any website, social media platform, newsletter, apparel, trading pin, merchandise, or any print or electronic publication, must be approved in advance by the MD20 Council Secretary and/or the Council of Governors. The use of said name or emblem, logo or symbol by any individual or entity may be revoked at any time by the Council of Governors or MD Council Secretary if it is determined that the highest ethical standards are not being upheld, the mission of Lions International or MD20 is in any way being degraded, or MD20 or Lions International is presented in a less than favorable fashion.

SECTION VI – PRACTICE, PROCEDURES, COURTESIES, AND TRADITIONS OF MD-20

A. Seated On Stage

The Council of Governors and its Chair, the MD-20 Family which includes any current or Past International Officer, or Director who is an active member of a Lions Club in MD-20; the President of the Past District Governors Organization; and the Secretary/Treasurer of MD-20. Others may be included in this group such as:

1. The MD-20 Convention Chair for all events and activities taking place at the MD-20 Convention.
2. The guest of honor or primary speaker at MD-20 Conventions.

B. Courtesies at the MD-20 Convention

1. Reservations for rooms are made by the MD-20 Secretary/Treasurer for all members of the MD-20 Family.
2. Where there are grades or room classifications, premium rooms are reserved.
3. Tickets for the Convention Gala are provided to the MD-20 Family.
4. Assigned seating at all functions is provided to the MD-20 Family according to protocol and space.
5. The Convention program features a picture or biography of the speaker and pictures of the MD-20 Family and other ranking MD-20 Lions.
6. The MD-20 Secretary/Treasurer will correspond with the spouses of deceased Past International officers.
7. Officers of MD-20 relative to all Council Meetings and conventions, both Multiple and International.

C. Courtesies at the MD-20 Council Meetings

1. The MD-20 Family receives meeting notices, agendas and other details.
2. Room, meal, etc. reservations are made for all those acknowledging their availability for the meetings.
3. Places are assigned to all MD-20 Family members at Council Meetings.
4. Though the role of the current and Past International Officers and Directors is advisory, the chair recognizes and encourages participation including comments, where those comments can expedite, explain or otherwise aid the progress of the meeting.
5. The MD-20 Secretary/Treasurer will send a copy of all Council Meetings minutes to the spouses of all deceased Past International Officers of the MD-20.

D. Hospitality Room

1. Members of the MD-20 Family as well as regularly invited guests such as chair of the Finance Committee, contribute to the refreshments served at hospitality rooms' council functions.
2. Members of the MD-20 Family as well as invited guests and participants at Council Meetings receive meeting notices and directives involving meeting times and when possible travel arrangements for the

various meal and social functions at Council Meetings (example: Please meet me at room 300 at 7:00 to arrange for car pool for drive to restaurant).

E. Gifts

- 1. A gift, a contribution to LCIF is given to the guest speaker at the MD-20 Convention.
- 2. A PAST DIRECTORS RING or a similar gift is given to a retiring International Director from MD-20 at the Multiple District Convention held during the second year of the Director’s tenure at a cost not to exceed \$1,200.00
- 3. MD-20 pins are provided to current and Past International Officers and Directors to help promote the Multiple District during their travels as follows:

International Officer	100
Past International	25
International Director	50
Past International Director	10

F. Courtesies at International Conventions

1. There shall be a Breakfast/Caucus at the International Convention for the purpose of gathering the Lions of MD 20 attending during the convention as well as providing an opportunity for the Lions of MD 20 to meet and greet the candidates for director and international office. The Council Chair shall act as the Master of Ceremonies at this event. In the absence of the Council Chair the Council Chair-Elect shall perform said duties.
2. Effective October 23, 2023, the MD – 20 Convention Flag ceremony pin is discontinued

G. Speakers and Guests at MD-20 Functions

1. The First Vice President. of Lions Clubs International is the first choice as speaker and guest at MD- 20 Conventions.
2. The ranking current or Past International Officer or Director from MD-20 in consort with the current Council Chair is responsible for issuing invitations to the Lion who will be 1st V.P. at a time sufficiently early to ensure acceptance. Should the future 1st V.P. be unavailable, they select another suitable guest.
3. The ranking officer of MD-20, the sitting International Officer or sitting International Director or the Past International President, or the Council Chair, If requested, shall be the host of the International Guest during their official visit to MD 20's annual convention. The ranking officer shall share a suite, if available, with the International Guest. If no suite is available, then a room in the closest proximity possible shall be secured for the ranking officer's use.

H. Speakers and Guests at District Events

1. The District Governor, during his/her year, is the Lion responsible for invitations to District's Events.
2. The speaker request should be coordinated with the sitting MD-20 International Director or Past International President before any invitation is sent.

I. Timing for Campaigning

1. 1st and 2nd Vice District Governor and District Governor - no earlier than January 1 of the year to be elected.
2. **CANDIDATES FROM MD 20 FOR INTERNATIONAL DIRECTOR AND INTERNATIONAL VICE PRESIDENT**
 1. All rules and requirements as established by LCI shall apply to the MD 20 campaigns for International Officer or Director endorsement.
 2. Candidates will announce at the Fall MD20 PDG Meeting and not before.
 3. Candidates are allowed to have two versions of their campaign brochures (standard trifold size) which can be mailed and emailed to each club President and Secretary twice.....and to each PDG twice.
 4. Campaign buttons and token giveaways are allowed (a token giveaway is defined as a small item given to all Lions)
 5. Each candidate is allowed to have a web site which can only be launched the weekend of the PDG meeting when the announcements are made. Email blasts directing Lions to visit the web site are allowed.
 6. At the MD Convention:
 - a. Each Candidate is allowed a total of 8 minutes for a seconding of their nomination, a personal statement and a demonstration.
 - b. Any demonstration activity that requires a contract with the venue (electronics, balloons, pyrotechnics etc.) are NOT allowed

- c. Hospitality rooms shall not exceed the size of the rooms used by DG Candidates ...No ballrooms (even if an individual Governor rents a ballroom). arrangements for hospitality rooms should be made with MD-20 S/T
- d. Only posters shall be allowed in hotels size not to exceed 12" x 18" and can only be displayed in the areas designated by the hotels, signage in other convention areas shall be governed by the convention property management and the local convention committee.
- e. Campaigning the morning of the election is limited to the Candidate and his or her supporters greeting the delegates as they arrive to vote. No distribution or displaying of campaign material is allowed.
- f. Food or drink can only be distributed in the hospitality room.
- g. During the campaign and prior to the state convention disputes between the candidates regarding the adherence to these rules are to be brought to the Council Chairman. The dispute resolution committee will consider the complaint and make a determination. The dispute resolution committee consists of the Council Chairman, the ranking member of the MD 20 International Family and the Vice Council Chairman. The Council Chairman will notify the MD 20 International Family of the complaint and the action taken.
- h. Disputes between candidates for international office, regarding these regulations at the MD 20 convention shall be brought to the Chair of local convention committee, the chair of the convention rules committee, the ranking family member and the Council Chair for consideration and resolution.
- i. A copy of this policy will be sent to each candidate by the State Secretary Treasurer upon receipt of their district endorsements

J. Candidates for 2nd Vice District Governors Hospitality Rooms

- 1. All candidates for Second Vice District Governor wishing to have independent hospitality rooms SHALL make arrangements with the MD-20 Secretary/Treasurer. No Second VDG candidate will reserve a hospitality room independently.

K. Eligibility Requirements for Multiple District Awards

- 1. When consideration is given to a Lions Club within MD-20 for any award or recognition to be presented by MD-20 the Lions Club must be in good standing.
- 2. When a district is being considered for any award or recognition, to be presented by MD-20, membership numbers, activities, or other vital statistic of any Lions Club within the district that is not in good standing shall not be utilized for the purposes of calculating the district's eligibility.
- 3. For the purpose of calculating membership and retention awards and recognition, all members of a Lions Club that is not in good standing shall be treated as dropped members until the Lions Club regains good standing.
- 4. A Lions Club is considered not in good standing when there is a continuous outstanding balance of more than \$50 in past due accounts with the sub-district, MD-20, or Lions Clubs International for more than two consecutive billing periods.

L. Official Protocol (Refer to LCI Website)

SECTION VII - FINANCIAL PROCEDURE

A. Definitions

1. The fiscal year of Multiple District 20 shall be July 1 through June 30.
2. Dues generated income is the per capita tax per member collected pursuant to Article XII of the Multiple District Constitution.

The allocation of said per capita tax shall be stated herein (see 4 below) and may only be changed by a majority vote of two successive councils (i.e. '92-93 and '93-94). The second vote shall not take place in less than 90 days following the first vote.

3. Non dues generated income is all other income, including but not limited to:

- 3.a). Convention or event fees
- 3.b). Miscellaneous sales such as trading pin or uniform items profit
- 3.c). Interest (added when received)

4. ALL income is maintained in the following funds:

- 4.a). **MULTIPLE DISTRICT GENERAL FUND**

This fund receives all dues generated income with the exception of those moneys designated for the DISTRICT ADMINISTRATION FUND. This fund is for the administrative expenses of the Multiple District and includes: costs for Council Meetings, audits, standing, at-large, ad hoc committees, and activity chairs. In addition, office expenses including: salaries, health benefits, insurance, postage, supplies, telephone, and other related expenses. It also includes the administrative costs associated with the MD-20 and International Conventions.

- 4.b). **DISTRICT ADMINISTRATION FUND**

This account receives \$4.00 annually from MD-20 dues. This fund is for the respective District Governors to assist them in the administration of their sub-district operations. The fund is depleted monthly, by the issuance of district administrative refunds, and only reflects dues collected monthly. If no dues are collected, then a sub-district does not receive a refund for that period of time. reimbursement disbursement would be sent during the months of November and March for paid club dues and a final disbursement will be issued June 1st.

- 4.c). **MULTIPLE DISTRICT NON-DUES CONVENTION INCOME**

This fund is made up of mainly non-dues income, such as: registration fees, hotel room deposits, and interest from those deposits, space rentals, and convention pin profit/expense. Without non-dues income it would be impossible to maintain the quality of the MD-20 Convention. The majority of this fund is held in escrow in a short term secure banking instrument such as a Certificate of Deposit.

- d). **MATCHING GRANT FUND**

The Finance Committee will create and maintain a **“Matching Grant Fund”** as a line item in the MD20 budget. This fund will be used exclusively as a resource for matching funds needed to qualify for any administrative LCI or LCIF grant for which the COG wishes to apply. The funds may not be used to supplement any matching funds required by any club, sub-district or MD20 project grant applications for which they are individually responsible. Examples of acceptable grants for which these funds are applicable are, but not limited to, Membership Development Grants, Public Relations Grants, Multiple District Training Grants, Multiple District Marketing Grants, other grants offered by LCI/LCIF exclusively to multiple districts. The Matching Grant Fund will receive up to 20% of any surplus administrative money at the end of each fiscal year. The Matching Grant Fund will be limited to a total accumulated balance of \$20,000 after which all of the surplus money at the end of the fiscal year will be placed into the MD20 Reserve Account.

B. Reports

1. Quarterly financial reports, including quarterly, year-to-date and annual budget figures prepared by the Multiple District Secretary/Treasurer for the periods ending September 30, December 31, March 31 and June 30 (June 30 is also the annual report), shall be filed in the MD Office. Copies shall be forwarded to the Council of Governors, current and past International Officers, all members of the Finance Committee, President of the MD-20 Organization of Past District Governors, Chair of the MD Convention Committee, Chair of the International Convention Committee and the outside auditor employed by the Multiple District.
2. Quarterly and annual reports generated by the Multiple District outside auditors are filed with appropriate State and Federal offices as required by law. Copies are retained in the MD-20 office for review. These reports are:
 - 2.a). Federal
 - 2.b). State
 - 2.c). Other
3. A preliminary budget for the next fiscal year, prepared by the Finance Committee, is submitted to the MD-20 Secretary/Treasurer by May 1. Said preliminary budget shall be presented to the District Governors and Vice District Governors at the fourth Council Meeting (for information only). The final budget shall be submitted by the Finance committee to the Council of Governors at its first Council Meeting.

C. Rules of Audit

1. Reimbursement of expenses shall be made as follows:
 - 1.a). Actual expenses when accompanied by a receipt for, but not necessarily limited to, postage, phone calls, printing, supplies, and posters.
 - 1.b). Meals - \$15.00 per day maximum.
 - 1.c). Lodging – single room rate.
 - 1.d). Travel – Either (1) the mileage reimbursement to 50% of the current IRS rate effective each July, from the Lion's New York residence, plus tolls and parking, or the lowest air fare from the airport nearest the Lion's New York residence plus the least expensive transportation from the airport to the meeting site and return.
2. All requests for reimbursement must be submitted on the MD-20 Expense Claim Voucher Request form (Exhibit 1) together with supporting documentation.
 - 2.a). Chairs of MD-20 Standing Committees and MD-20 Activities Chairs will not receive reimbursement until a written report of the meeting has been received by the MD-20 Office. Overnight lodging for these meetings is not authorized. Reimbursement will not be made if the budget will be exceeded.
 - 2.b). Effective July 1, 1992 Governors are reimbursed by MD-20 for four regular and all special Council Meetings, pursuant to the rules of audit set forth herein in the amount said Rules exceed the Governors' reimbursement from Lions International, except that no travel reimbursement is allowed for the fourth Council Meeting.
 - 2.c). The Council Chair and Past International Officers are entitled to reimbursement (except travel for the fourth meeting) by the Multiple District for all Council Meetings if not eligible for reimbursement from Lions Clubs International.
 - 2.d). The Chair of the Finance Committee is entitled to reimbursement pursuant to these rules of audit for attendance at the first, second, third, and fourth Council Meetings (except travel for the fourth Council Meeting). All members of the Finance Committee are entitled to reimbursement pursuant to these rules of audit for a preliminary committee meeting prior to the first Council

Meeting, and attendance at the first Council Meeting. The chair and the third year member of the committee are entitled to reimbursement pursuant to these rules of audit for a meeting after April 1 to prepare the preliminary budget for the following year.

2.e). The chair of the Multiple District 20 Convention is entitled to reimbursement pursuant to these rules of audit for three (3) days of attendance at said convention.

2.f). The Multiple District Secretary/Treasurer is entitled to reimbursement pursuant to these Rules of Audit (except that the maximum meal allowance is the reasonable cost thereof) for:

(2.f.1). Council Meetings

(2.f.2). The MD Convention

(2.f.3). The International Convention (for a maximum of nine days).

(2.f.4). One meeting in each district per year.

(2.f.5). Inspection of the International Convention site within the continental U.S. (for a maximum of three days).

(2.f.6). Inspection of MD-20 Convention site (one or more visits – for a total maximum of four days).

g). The President of the MD-20 Organization of Past District Governors will be entitled to rules of audit for the one (1) council meeting, but may attend the others at their own expense. A written report will be submitted for the 1st and 3rd council meetings.

3. Reimbursement requests (see Exhibit I below) received within 30 days of the event may be processed by the MD Secretary/Treasurer. Requests received more than 30 but less than 90 days after the event must be submitted to the Council of Governors for review and approval before being processed. Requests submitted 90 or more days after the event shall not be honored.

4. District Governors, the Council Chair, and the Council Chair Elect receive reimbursement pursuant to these rules of audit for participation in the following activities at the International Convention.

Attendance at all International Convention business sessions, and International Caucuses when requested and voting on the last day of the Convention.

Attendance at the following functions: MD-20 First Nighter Party/Reception, if held, MD-20 Breakfast caucus and International Parade.

Exceptions to attendance at these functions because of other Lions related activities must be approved in advance by the Council Chair.

4.a). Governors are expected to arrive no later than the day before the opening session of the convention.

4.b). The Council Chair Elect is expected to arrive the day before the District Governor Elect school commences and to interface on a daily basis with the District Governors Elect.

4.c). As these reimbursements are paid one month in advance of the International Convention, those receiving them, if unable to fulfill the responsibilities set forth herein, must return all of or a portion of the advance when requested to do so.

D. International Convention Rules of Audit For The District Governors & Council Chair

1. Reimbursement of Expenses shall be made as follows - International Conventions held within the borders of the United States or Canada, excluding Hawaii, shall receive a maximum of \$500.00 US. International Conventions held outside the borders of the United States and Canada, including Hawaii, shall receive a maximum of \$1,000.00 US.

E. RULES OF AUDIT for the Council Chair-elect:

1. Council Chair-elects attending the International Convention within the borders of the United States and Canada, excluding Hawaii, shall receive a MAXIMUM of \$ 500.00 US reimbursement per the MD-20 Rules of Audit.
2. Council Chair-elects attending the International Convention outside the borders of the United States and Canada, including Hawaii, shall receive a MAXIMUM of \$1,500.00 US reimbursement per the MD-20 rules of Audit.
3. In the event that the Council Chair-elect fails to perform his/her assigned duties/responsibilities, as outlined in the MD-20 Policy Manual, reimbursement SHALL be withheld or reimbursement required if paid in advance..

F. Mileage to the International Convention

- 1.a). Mileage to the International Convention shall be paid under the rules of audit from the District Governor's local New York State residence if less than the lowest regional airfare available forty-five days in advance.

F. Rules of audit for MD-20 Endorsed Candidate for International Officer or Director

1. Endorsed candidate for International office will be at a defined flat rate based upon past campaigns for International director candidates, as approved by the Council of Governors.
2. Endorsed Candidate for Director:
 - 2.a). Reimbursement for printing, postage and phone for campaign at the international convention.
 - 2.b). Rules of audit to attend MD-20 conferences including the USA/ Canada Lions forums will be for travel expense, meals and other fees as applicable excluding travel to the candidate's home district.
 - 2.c). Travel expense to the International convention at the lowest airfare and room for 3 years after endorsement.
 - 2.d). The multiple will pay \$600 for the outgoing gift and the balance will be from campaign budget.
 - 2.e). The above are for the endorsed candidate only.
3. Campaign Chair
 - 3.a). MD-20 rules of audit to include council meetings
 - 3.b). Rules of audit to attend MD-20 conferences including the USA/ Canada Lions forums will be for travel expense, meals and other fees as applicable
 - 3.c). Travel expense to the International convention at the lowest airfare and room for 2 years after endorsement

G. Outside Audit

1. The Multiple District Secretary/Treasurer will recommend to the Council, at its first meeting, the retention of a CPA as an outside auditor for the fiscal year.
2. The audit will be filed in the MD-20 office and copies shall be forwarded to the Council Chair, the current and the Past International Officer and the Chair of the Finance Committee.
3. A certified audit will be obtained every five years commencing with the close of the 1989-90 fiscal year.

I. Bonding

The Multiple District Secretary/Treasurer will annually obtain from a local insurance agent, fidelity bonds as follows:

J. Depositories and Authorized Signatories

- a. Pursuant to action of the Council of Governors, the following are designated as depositories of the Multiple District:
 - a.i. Community Bank Cicero, New York (checking)
- b. All checks, drafts or other orders for the payment of money in the name of the Multiple District 20 must bear the signatures of two of the following in the order of protocol listed if one is unavailable:
 - b.i. MD-20 Secretary/Treasurer
 - b.ii. Council Chair
 - b.iii. Council Vice-Chair

K. Budget

- c. Budget item amounts are maximum allowable costs, including reimbursable expenses under the rules of audit.
 - c.i. All budget variance requests must be in writing and forwarded to the MD-20 Secretary/Treasurer.
 - c.ii. For requests received on or before March 31 the MD-20 Secretary/Treasurer forwards a copy to the Council Chair and to the Chair of the Finance Committee who, together with the committee members, formulates a recommendation for the Council of Governors.
- c). Any proposed change in the policies of MD-20, to be documented in this manual, which would cause a significant, long term financial obligation to MD-20, or any proposed change requiring financial policies and procedures which MD-20 must follow shall be approved by 2 consecutive councils before becoming effective.”
- d). Budget variance requests received after March 31 will not be processed. These requests can only be processed at a scheduled or special meeting of the Council of Governors.

L. Investment of Multiple District Income

- a. The MD-20 Secretary/Treasurer is authorized to invest current income, operating funds (i.e. room/meal deposits, registration fees, convention advertisements, etc.) and initial working reserve in savings accounts, checking accounts, bank certificates of deposit, all covered by FDIC and/or short term (one year or less) municipal/government bonds, and other conservative low risk instruments of investment that do not erode the principal.
- b. The MD-20 Secretary/Treasurer shall include these investments in his annual financial report to the Council of Governors. Said report shall, for each instrument of investment, include the type of investment, its cost, and present value, the rate of return and its date of maturity.
- c. The initial working reserve referred to in 1. above is the excess over the long term investment reserve (\$200,000) or approximately \$50,000.
 - c.i. When previous year end and actual expenses reduce the working reserve or contingency funds 50% or less of the initial amount, the Council of Governors must, by its second Council Meeting take some action (i.e. reduce expenditures or increase income.)

M. Long Term Investment Reserve

- a. Initial Investment
 - a.i. The initial investment of these long term reserve funds must be agreed to by an Investment Committee consisting of MD Finance Chair, a Past District Governor with investment expertise and / or experience named at the fourth Council Meeting by the Council Chair with the approval of the Council, the MD-20 Secretary/Treasurer, the Immediate Past

Council Chair, the sitting Council Chair and the third year member of the Finance Committee (the latter two shall have a voice in, but no vote on, the matters considered.)

- b. The Investment Committee is authorized to invest the long term reserve funds in savings accounts and bank certificates of deposit, both covered by F.D.I.C. and /or Municipal/Government Bonds and other conservative low risk instruments of investment.
- c. There shall be an annual analysis (including appropriate changes) by the Investment Committee referred to in (1-a) above.
 - c.i. A report shall be submitted to the Council of Governors at its fourth meeting.

N. Accounting Procedures

- a. An annual audit shall be performed by a certified public accounting firm, in accordance with generally accepted auditing standards. Those standards require that a CPA firm plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit shall also assess the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement provided. The results of the audit should reflect the conformity with generally accepted accounting principles.
- b. A copy of the annual audit is provided to the Council of Governors, Finance Committee Chair, and the past and present International Officers of MD-20.

O. Finance

- a. The Finance Committee consists of four Past District Governors, appointed by the Council of Governors, available members of the MD-20 International Family and the MD-20 Secretary/Treasurer.

The duties of the Finance Committee:

Preparation of the annual budget for MD-20. This will be accomplished via a two-day budget meeting by the Finance Committee who will be covered by the rules of audit and may include an overnight stay.

The Finance Committee shall interface with the Chairpersons of all committees and the MD-20 Secretary/Treasurer as it pertains to all administrative budgets.

A preliminary budget shall be prepared by the incoming Finance Chairperson and the 3rd year committee member. It shall be submitted to the Council and the Vice District Governors at the fourth Council Meeting for information only.

A proposed budget shall be presented and formally submitted, by the Finance Committee Chairperson to the incoming Council for adoption at their first Council Meeting.

- b. The Finance Committee shall receive a quarterly financial report from the MD-20 Secretary/Treasurer for which they shall monitor to ensure budget allocations are not exceeded. (If a discrepancy is found it shall be documented in writing to the Finance Chairperson who shall in turn document it to the MD-20 Secretary/Treasurer for a subsequent written explanation that will be presented to the Council of Governors at the next Council meeting up through the third Council Meeting.)
- c. The Finance incoming Chairperson shall prepare a graph depicting the projection of the total income and expenditures by year over the next three-year period. This projection shall be presented to the Council of Governors at their first Council Meeting by the Finance Chairperson.
- d. When changes in the dues structure of MD-20 are considered, the Finance Chairperson after Consultation with at least three other members of the Finance Committee shall provide the Council with a written report containing recommendations and justification. (Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.)

- e. The MD-20 Secretary/Treasurer shall require an annual audit of the books of MD-20 by an outside professional auditor who shall submit the report to the MD-20 Secretary/Treasurer for distribution to the Finance Committee and the Council of Governors and the current and past International officers and directors.
- f. Expense items not in the annual budget or that otherwise alter the budget allocation shall be referred to the Finance Committee. The Finance Chairperson shall consult with at least three other members of the Committee and prepare a budget impact sheet and recommendation for the Council of Governors.
- g. The Finance Chairperson shall consult with the Long Range Planning Committee on fiscal matters that may impact long range planning.
- h. Before any new project or activity is undertaken, the Finance Chairperson shall be notified, by the proposing body and after consultation with at least three other members of his committee, shall prepare a budget impact analysis with recommendations back to the body proposing the new project or activity with copies to the Council of Governors.
- i. The Chair of the Finance Committee shall attend all of the MD-20 Council of Governors meetings on a consulting basis under rules of audit.
- j. Annually, the Finance Chairperson, through the MD-20 Secretary/Treasurer, shall advise the chairs/coordinators of all committees of their Finance Committee approved proposed budgets prior to the first Council Meeting and of their final Council of Governors approved budget directly following the Council Meeting in which the budget is approved.
- k. Review and study the allocation of the annual per capita tax to the various accounts and make any recommendations for changes to the Council of Governors no later than the fourth Council Meeting.
- l. Annually review the rules of audit and when appropriate, make recommendations for change to the council no later than its third Council Meetings. All recommendations shall be coordinated through the Finance Chairperson to the Council.
- m. The Chairperson of the Finance Committee, together with the MD-20 Secretary/Treasurer, shall quarterly review the outstanding club dues accounts. A list of clubs failing to bring their delinquent dues account in balance after a period of two sequential semi-annual billings will be placed onto a report, which will be submitted to the Council Chairperson for deposition by the Council of Governors at their next meeting. (The LCI Policy Manual has been changed to read, "A club may be placed on Status Quo for failure to pay International or District dues." (This Board action was taken at the Atlanta, Georgia USA Board Meeting – Oct. 1999.)

P. MD20 Delinquent Dues Policy

Any club in arrears to Multiple District 20 for dues in excess of \$1,000 beyond 120 days, or in arrears to Multiple District 20 for dues in any amount for more than 90 days after a second consecutive billing cycle has passed without full payment having been made, shall be subject to the following administrative actions:

1) Once the above default date is triggered, the Council Secretary-Treasurer shall send a letter to the delinquent club's president, secretary, treasurer and any PDGs therein informing these club leaders that the arrears situation must be addressed immediately. The letter must advise the leaders of the delinquent club that the failure to address the situation will result in the club being recommended for placement on status quo with the possible loss of the club charter (see Appendix A). A copy of this letter shall be sent to the district governor in whose district the delinquent club is located.

2) If the delinquent club's leaders fail to respond to the above referenced letter within 30 days thereof, by way of immediate payment or the execution of a payment plan to address

the arrears, then the district governor in whose district the delinquent club is located, or his/her representative, shall make immediate contact with the club leaders to accomplish the following:

- a) a review of the club roster to determine the accuracy of each member's status and contact information, and the accuracy of the club officer information listed on the **PU101**;
- b) a review of the billing procedures utilized by the club for the collection of member dues;
- c) a review of club accounts to confirm the appropriate segregation of charitable and administrative funds;
- d) the creation of a plan to address the arrears owed to MD20 from administrative funds, which may include a per capita tax on members for any past dues uncollected and the appropriate billing and collection of same.

3) The district governor in whose district the delinquent club is located must submit proof that the steps outlined in paragraph 2 above were accomplished within sixty (60) days of the letter referred to in paragraph 1. Such proof must be in writing and acknowledged by the signature of the district governor, the first vice district governor, the zone chair assigned to the club in question, as well as the club president and the club secretary. Said proof may be in the form of the review and recovery report provided in Appendix B. This sixty (60) day deadline may be extended by the Council Chair for good cause shown.

4) If a delinquent club fails to cooperate with the district governor, or his/her representative, in reviewing the club's membership information, billing procedures, and finances as required in paragraph 2 above, and/or fails to enter into a payment plan to satisfy its arrears within sixty (60) days of receipt of the letter referred to in paragraph 1, then the district governor must request that LCI place the delinquent club on status quo in accordance with the policy set forth in Chapter V of the LCI Board Policy Manual. Said status quo request may be in the form provided in Appendix C. This sixty (60) day deadline may be extended by the Council Chair for good cause shown. A district governor may rely on the collection attempts made by his/her predecessor in order to satisfy the preconditions for a status quo request.

5) If the district governor in whose district a delinquent club is located fails to submit the proof required by paragraph 3 above prior to the close of the council meeting next occurring after the 60-day deadline (or any extension of same granted by the Council Chair), or fails to request that a delinquent club be placed on status quo in accordance with the policy set forth in Chapter V of the LCI Board Policy Manual after appropriate efforts were made to address the club's delinquency, then the Council Chair may direct the Council Secretary Treasurer to:

- a) withhold district dues disbursements to that district until such time as the requirements are met, except that under no circumstances may such payments be held beyond June 1 of the Lions' year in question.
- b) withhold any MD20 reimbursement to the district governor for expenses related to travel to and from the International Convention.

6) The Council Secretary-Treasurer and the MD20 Office are directed to provide the delinquent club and the district governor in whose district the delinquent club

is located all necessary documentation and assistance to verify the history of the arrears, including proof of billing, payments and collection attempts. The Council Secretary-Treasurer and the MD20 Office shall work with the delinquent club and the district governor at every stage of this process to agree on appropriate terms for the collection of arrears.

7) The Council Secretary-Treasurer shall report to the Council at every council meeting the status of all attempts to collect delinquent dues within the various districts, and the Council shall act on any appropriate requests consistent with these policies and procedures.

Appendix A

Dear Club Leader,

I am writing about a matter that requires your immediate attention. The [name] Lions Club is in arrears to Multiple District 20 in the amount of \$ _____. This represents unpaid dues of **\$20** per member per year going back several semi-annual billing cycles. This matter must be addressed immediately to avoid the possible loss of your charter.

According to the Board Policy of Lions Clubs International, it is the responsibility of a chartered club to collect annual dues from its members in order to satisfy International, multiple district and district dues obligations. Indeed, one of the factors that determines whether a club is in “good standing” with LCI is whether all dues, **including that owed to the multiple district**, are current. Under Board Policy, the failure to pay dues owed to the multiple district is a failure to comply with an obligation of a chartered Lions club and may serve as a basis for placing that club on status quo.

If you have the funds available in your **administrative** account, I urge you to satisfy this obligation immediately. If you do not have such **administrative** funds readily available, I encourage

you to collect the appropriate dues from your members immediately. Your District Governor or his/her representative will be in contact with you shortly to review this situation and help you devise a strategy to achieve good standing as soon as possible. I urge you to cooperate with your district leadership team in this regard. The failure of you and your fellow club leaders to address this situation will subject your club to administrative action in accordance with LCI policies, and may result in a status quo suspension. Please avoid the possible loss of your charter. Respond to this letter with payment in full or call to your District Governor for help. I look forward to your cooperation in resolving this serious situation.

Yours in Lionism,

MD20 Council Secretary-Treasurer

cc: Council Chair

District Governor

Appendix B

MD-20 Delinquent Club Review and DG Recovery Report

This review of the _____ Lions Club, District 20-_____, has been triggered by the club's failure to pay dues owed to Multiple District 20 in a timely fashion. The amount of \$ _____ remains in arrears for more than _____ days. In accordance with MD-20 Policy, the District Governor, or his/her representative, hereby affirms the following as evidenced by his/her initials on the line indicated:

_____ I can confirm that the club president, club secretary and club treasurer as listed on the club's most recent PU101 were sent notice from the Multiple District 20 Council Secretary-Treasurer on _____ alerting them to the issue of arrears owed to Multiple District 20 and requesting that said arrears be immediately satisfied.

_____ Thirty (30) days have elapsed since the above referenced notice was sent to the club offices and said arrears remain outstanding. That being the case, I have personally met with the club president, club secretary, and club treasurer to address the issue of delinquent dues owed to Multiple District 20.

_____ I have reviewed the club roster with the club president and club secretary. All necessary changes to the membership status of the individuals listed on the club roster have been made and have been reported to LCI.

_____ I have reviewed the club's most recent PU101. All necessary changes have been made to the club officers listed and such changes have been reported to LCI. Contact information for each club officer has been verified.

_____ I have reviewed the billing procedures utilized by the club for the collection of dues. The club secretary and club treasurer understand that he/she must collect sufficient dues from each member to cover annual obligations to LCI (\$43 per member per year), Multiple District 20 (\$20 per member per year) as well as any additional district and club dues obligation. I can confirm that dues notices have been sent out to all club members for the collection of all dues (past and current) that remain due and owing.

_____ I have reviewed the club accounts and can confirm that the club maintains two separate accounts, an administrative account and a charity account. The club president and club secretary understand that all dues collected must be deposited in the administrative account and that all dues obligations to LCI, Multiple District 20, and the district must be satisfied solely from this administrative account.

_____ The club officers, with the approval of the club directors, agree to satisfy outstanding arrears to Multiple District 20 in the amount of \$ _____ in _____ equal installments of \$ _____ each, said installments to be payable on the _____ day of every/every other/every _____ month beginning on _____ until fully satisfied. The agreed upon amount and the agreed upon terms have been reviewed by and deemed acceptable to the Council Chair and the Council Secretary-Treasurer.

_____ The club officers understand that the failure to abide by these terms, and any unexplained default arising therefrom, will obligate the district governor to request that Lions Clubs International place the delinquent club on status quo suspension in accordance with LCI Board Policy.

The following district and club officers hereby attest that the above initialed statements are accurate and true:

District Governor District Governor's Representative
(If applicable)

First Vice District Governor Zone Chair

President Secretary

_____ Lions Club _____ Lions Club

Dated: _____

Appendix C

MD-20 Delinquent Club Status Quo Request

The _____ Lions Club, District 20-_____, has failed to pay dues owed to Multiple District 20 in a timely fashion as required by Lions Club International. The amount of \$ _____ remains in arrears for more than _____ days. In accordance with MD20 Policy, the following steps were taken to address the situation as evidenced by my initials on the appropriate line:

The club president, club secretary and club treasurer as listed on the club's most recent PU101 were sent notice from the Multiple District 20 Council Secretary-Treasurer on _____ alerting them to the arrears owed to Multiple District 20 and requesting that said arrears be immediately satisfied (see attached).

_____ Thirty (30) days elapsed without any meaningful response to the above referenced letter. Thereafter, District Governor _____, either personally or through his/her representative _____, made repeated efforts to contact the club president, club secretary and club treasurer to review the club's membership roster, billing procedures and finances in an effort to address the arrears and prevent future delinquencies. These efforts included the following:

_____ Despite the above referenced efforts, more than sixty (60) days has now elapsed since the original letter was sent to the delinquent club by the MD20 Council Secretary-Treasurer. No meaningful contact has been made despite these best efforts and the club remains in arrears to the multiple district in the amount indicated above.

_____ The District Governor, or his/her representative, was successful in making contact with the club and did review the club's membership roster, billing procedure and finances. The District Governor thereafter entered into a specific payment plan with the club which required periodic payments until the agreed upon arrears were fully satisfied. A copy of said agreement is attached hereto. Despite this agreement, the payments were not made as agreed. Efforts to cure the default have failed (see attached) and a balance of \$ _____ remains due and owing for more than _____ days.

The _____ Lions Club has failed to fulfill the obligation of a chartered club to pay its multiple district dues as required by LCI Board Policy, Chapter V (A) and (B). Therefore, in accordance with the LCI Board Policy, Chapter V(C)(2), the undersigned regrettably request that the _____ Lions Club be placed on status quo until such time as the above referenced arrears are satisfied.

Respectfully,

District Governor District Governor's Representative
(If applicable)

First Vice District Governor Zone Chair
Dated: _____

EXHIBIT I

MULTIPLE DISTRICT 20 – LIONS CLUBS OF NYS & BERMUDA
EXPENSE CLAIM VOUCHER REQUEST

Rules of Audit:

Meals: Maximum \$15.00 per day

Mileage: **\$0.36 per mile effective July 1, 2026**

Tolls (include receipts)

Hotel: Single room rate

Airfare: Lowest air fare

Mail this form to:

NYS & Bermuda Lions

200 Gateway Park Drive Bldg. A

North Syracuse, NY 13212

*****RECEIPT REQUIRED FOR ALL ITEMS BEING REQUESTED FOR REIMBURSEMENT**

Request for reimbursement must be filed no later than 30 days after function.

Date	<u>Meals</u>			<u>Travel</u>			Hotel	Total
	(B)	(L)	(D)	Airfare	Tolls	Mileage		

Approved by MD-20 Secretary/Treasurer: _____

Account charged: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date: _____ Signature: _____

Location of meeting: _____

Reason for meeting: _____

SECTION VIII – CRITERIA FOR ESTABLISHING A MD-20 PROJECT

A. Accreditation

The project, whether it be educational, medical, or recreational, or any combination of the three, shall first meet the necessary standards and then become accredited and/or certified by the particular New York State agency that covers the activities and functions of the project.

B. Control

The officers, board of directors, trustees, corporate membership or other panels of management shall be composed of members, the majority of which shall be Lions in good standing from at least 7 districts of MD-20.

C. Support

Financial support, scholarships, donations of labor or material, and other support measures shall emanate from at least 7 districts of MD-20 on a voluntary basis.

D. Clientele

The service offered by the project should be made available to qualified applicants who reside in any of the 12 districts of MD-20. Furthermore, the enrollment and or participation shall include representation from at least 7 districts of MD-20.

SECTION IX - PRIVACY POLICY

The personal information of members, including their phone numbers, mailing addresses and e-mail addresses, is intended for the specific purpose of effectively communicating with each other concerning Lion's business. In accordance with the vision of Melvin Jones and as expressed in the Lion's Code of Ethics, this personal information shall not be utilized for financial gain or the purpose of business solicitation.

Your committee strongly recommends, to each succeeding District Governor, that this Privacy Policy be included in their respective District Directory.

SECTION X - MULTIPLE DISTRICT PUBLICATION

- A. Council chair and the MD-20 Secretary Treasurer shall supervise publication of the MD-20 Lion Magazine.
 - 1. All District Governors are restricted to one page with the contents at the discretion of the DG.
 - 2. Four pages of each issue MD-20 Office use at the SST's discretion. More pages, if required, must be approved by Council Chair. The exception to this is the Convention issue.
 - 3. The MD-20 Foundation and Lions Camp Badger, Lions SEE shall be entitled to one article per edition.
 - 4. The remaining pages are to be used for income producing venues.
 - 5. Advertising page rates per issue will be recommended by the finance committee and approved by the Council of Governors
 - 6. All ads will adhere and conform to the Lions code of ethics or be returned.
- B. Council Chair & MD-20 Secretary Treasurer, together with the Editor/Publisher, encourages meaningful flow of information from each sub-district to the magazine with the reporters appointed by the District Governors in the procedures of the MD-20 Lions Magazine. This includes, but is not limited to, publication dates, material deadline dates, type of material, etc.
- C. All ads submitted to the MD publication must contain the originator name and other contact information. A signature line must be included on ads written as a letter. All ads must conform and not be in violation of Lions International Objects and Code of Ethics. If interpretation is questionable in nature the editor publisher must refer to the MD-20 Secretary/Treasurer who will refer to MD-20 legal counsel and Council Chair for final approval.
- D. The MD 20 will accept political advertisements for candidates for International Officers who are endorsed by the Multiple District delegates in convention. Candidates not so endorsed and their supporters are not permitted to place such ads in the magazine.
- E. The MD-20 Secretary Treasurer shall solicit bids (this includes an ad in the MD-20 convention issue of the MD-20 Lion Magazine) and review applications for Editor/Publisher of MD-20 Lions Magazine and make recommendations to the Council of Governors for contract approval at its fourth meeting per RFP. Sample attached

MULTIPLE DISTRICT 20 MAGAZINE

SCOPE OF BID:

Bid proposal shall be to edit and print a magazine type publication for the Lions Clubs of New York State & Bermuda, Inc. (Multiple District 20).

This bid shall include all costs incurred by the Editor/Publisher to produce said magazine, address publication, for the entire membership (approximately 16,000), take to post office, and fill out proper forms necessary for mailing. *(The Multiple District 20 Office will provide mailing database and the mailing cost is not to be included in this bid.)*

The bid proposal will be approved by the MD-20 Council of Governors which will determine the final contract in regards to size of publication, and the number of issues. In the past, this magazine is published four times. Three issues with full color on outside front and back covers, balance of the pages in black ink; and one (1) convention issue to consist of 40 pages: full color on front and back covers, balance of 38 pages in black ink. 8 ½" x 11"

Issues shall be prepared for distribution by September 1st, January 30th, Early April (Convention Issue) and June 10th. These dates are the times the publication will be in the hands of its members. Due dates for articles will be established by the editor publisher. *The number of issues may change before contract is awarded by the Council of Governors.*

SPECIFICATION

PRINTING:

The publication being bid shall be published and printed in New York State and have the following specifications.

Size: 8 1/2" x 11" Paper white sheet of 50 lb. offset. The magazine shall be collated, folded, saddle stitched (2) and trimmed to finished size of 8 1/2" x 11" or 8 1/2" x 11" paper folded to 8 1/2" x 5 1/2" or Newsprint format white sheet 40 lb. offset 17" x 11" folded 1 time to 8 1/2" x 11".

Ink: Printer shall have the ability to print four color process photographs of at least 120 line screens. All black and white photographs (approximately 50 per issue) shall be at least 120 line screens. All costs incurred for color separations and production of photos (approximately 40 per issue) shall be included in bid proposal.

Electronic edition: The bid should also include costs associated with issuing electronic editions of the Magazine to all members.

EDITOR:

The Editor of this publication shall be a Lion member in good standing. The printer does not need to be a Lion member; however in this case, the name of the proposed editor shall be submitted with the bid and approved by the MD-20 Council at the time the contract is awarded. It shall be the responsibility of the editor to ensure that the publication is issued in a timely manner and as prescribed by the final contract with the printer. Any stipend that may be intended for the editor must be included in the bid total.

CONDITIONS:

All bids shall contain a prototype issue representative of the final product of each proposal.

The MD 20 Council retains the right to accept or reject any and all bids and proposals and to advertise anew, if in its judgment it shall be deemed in MD-20's best interest to do so.

Editorials will not be permitted.

Bids shall be submitted to: **Lions Clubs of New York and Bermuda, Inc. MD-20**
200 Gateway Park Drive Bldg. "A"
North Syracuse, New York, 13212-3751

Mark envelope: "MD 20 LION BID"

MD 20 LIONS CLUBS OF
NEW YORK STATE & BERMUDA, INC.

Bids shall be submitted by: by 5:00 pm

PROPOSAL

"MD 20 LION"

Proposal of: (Bidder Name)
(Bidder Address)
(Bidder Phone No.)
(Name of Editor)
(Address of Editor)
(Editor Phone No.)

To furnish the specified publication in accordance with the conditions stated.

The number of copies per issue shall be 16,000.

FORMAT 8 1/2" x 11" 50 lb. Brightness at least 92

Cost per 32 page issue:

Cost for 40 page issue for 1 issue:

Stipend per issue:

Total:

Cost per page for color:

Cost of Additional 4 pages:

(If required, this must be approved to by the Council before each issue is printed.)

SIZE: 8 1/2 x 11" paper folded to 8 1/2 x 5 1/2

Cost per 16 page issue with 2 -4 pages of photographs:

Stipend per issue:

Total:

Cost per page for color:

Cost for additional pages:

NEWSPRINT FORMAT: 17"x11" 40 lb.

Cost per 16 page issue:

Cost per 20 page issue:

Stipend per issue:

Total:

Cost per page for color:

Cost of additional 4 pages:

Your company may bid on any of the publications.

The undersigned has read and understands all the requirements for the satisfactory publishing and mailing all issues of the "MD 20 LION". On signing and submitting this bid form, the undersigned also acknowledges that Multiple District 20 Lions Clubs of New York and Bermuda, Inc. shall not be charged for any additions or changes in the bid amount unless agreed to by them Council prior to publication. MD 20 shall have sole control over content and addresses (mailing labels) of the publication.

Bidder Date:

SECTION XI- SEXUAL HARASSMENT

Introduction

The Lions Clubs of New York and Bermuda, Inc., Multiple District 20 (hereinafter referred to as “MD- 20”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of MD-20’s commitment to a discrimination- free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with MD-20. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. MD-20’s policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with MD-20. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. MD-20 will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of MD-20 who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, the Council Chairperson or the Vice Council Chairperson. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject MD- 20 to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of *every* level who engage in sexual harassment, including

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and

procedure. managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. MD-20 will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. MD-20 will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. MD-20 will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Council Chairperson or the Vice Council chairperson.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
 - Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
 - Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
 - reported that another employee has been sexually harassed; or
 - encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices

were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. MD-20 cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, the Council Chairperson or the Vice Council Chairperson.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the Council Chairperson or the Vice Council Chairperson.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Council Chairperson or the Vice Council Chairperson who shall make arrangements for a prompt and thorough investigation of the claim, and shall timely report the status and/or determination of such investigation to the Council of Governors in an appropriate manner.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. MD-20 will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Council Chairperson or the Vice Council Chairperson or his/her designated appointee(s), will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
 - Request and review all relevant documents, including all electronic communications.
 - Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by MD-20 but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at MD-20, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to MD-20 does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the

the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If conduct may constitute a crime. Contact the local police department.

The Lions Clubs of New York and Bermuda, Inc., Multiple District 20

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Council Chairperson or the Vice Council Chairperson via email or at the address on file for said individual with the MD-20 State Office. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is

made about: Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature:____ Date: _

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

MD 20 Sexual Harassment Training Certification

I, _____, hereby certify that I have received a written copy of the Sexual Harassment Prevention Policy (“the policy”) adopted by the Lions Clubs of New York and Bermuda, Inc., Multiple District 20, and have reviewed same.

I further certify that I have viewed the Sexual Harassment Prevention Training videos prepared by the New York State Department of Labor and have engaged in an interactive discussion of same where I had the opportunity to seek clarification of the policy, and ask specific questions regarding who it covers, what constitutes a violation of the policy, and what my responsibilities are as a supervisor and/or member of the Council of Governors upon witnessing an alleged violation of the policy or receiving a report regarding an alleged violation of the policy.

I further agree to lead by example and adhere to the policy in all respects.

Signature

Dated: