



We Serve

Lions of Michigan District 11-B2 Policy Manual

August 2006

1921 KALAMAZOO DOWNTOWN	1958MATTAWAN
1926 NILES	1961LAKESHORE
1928 ST. JOSEPH	1961PORTAGE
1933 BUCHANAN	1963HOWARD COMMUNITY
1936 BERRIEN SPRINGS	1966SISTER LAKES
1936 DECATUR	1967PARCHMENT
1937 COLON	1968BANGOR
1939 THREE OAKS	1968BRIDGMAN
1941 SAWYER	1968PAW PAW
1942 NEW BUFFALO	1970COMSTOCK
1944 GALIEN	1970MARCELLUS
1945 CENTREVILLE	1981ST. JOSEPH TOWNSHIP
1945 WHITE PIGEON	1984BARODA
1946 EDWARDSBURG	1985COVERT TOWNSHIP
1946 HARTFORD	1985SCHOOLCRAFT
1948 LAWRENCE	1994BLOOMINGDALE-GOBLES
1949 THREE RIVERS	1996BLACK RIVER
1952 COLOMA	2003KALAMAZOO WESTSIDE
1952 DOWAGIAC	2004CONSTANTINE
1953 LAWTON	(COLUMBIA TWP. OF JEPHTHA
1953 VICKSBURG	2006 LAKE
1953 WATERLIET	2006PINE GROVE TWP
1954 RICHLAND-GULL LAKE	2007BENTON HARBOR-FAIRPLAIN

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1958 – MATTAWAN
1961 – LAKESHORE
1961 – PORTAGE
1963 – HOWARD COMMUNITY
1966 – SISTER LAKES
1967 – PARCHMENT
1968 – BANGOR
1968 – BRIDGMAN
1968 – PAW PAW
1970 – COMSTOCK
1970 – MARCELLUS
1981 – ST. JOSEPH TOWNSHIP
1984 – BARODA
1985 – COVERT TOWNSHIP
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DISTRICT 11-B2
POLICY AND PROCEDURE MANUAL
SECTION 1

PURPOSE

The purpose of this manual is to put in simple language, the procedures to be followed by the District Cabinet and Committee Chairpersons in their duties. This manual is to be adopted at the first official Cabinet meeting each year and may be amended as deemed necessary by the Cabinet. All policies in this manual must conform to the International Association of Lions Clubs, Multiple District 11 and District 11-B2 Constitutions and By-laws.

AMENDMENTS

A resolution specifically intended to change any portion of the Policy Manual shall be submitted to the District Governor at least two (2) weeks before a cabinet meeting. The Cabinet may alter this procedure by suspending this rule by 2/3-majority vote during any cabinet meeting.

CLARIFICATION

The word “State” shall be understood to mean Multiple District 11. (Also referred to as MD 11). By order of Lions International the word Chairman has been changed to “Chairperson” which means either gender.

DISTRICT ROSTER

The District Governor will compile and distribute an Organizational Roster of District Cabinet members, Committee Chairpersons and committee members at District expense. Roster copies will be provided to all members of the District Cabinet, Committee Chairperson, Club President, Secretary and Treasurer and all Active Past District Governors.

SECTION II

DISTRICT CABINET

The District Cabinet consists of the District Governor, Immediate Past District Governor, Vice District Governor, Region Chairperson (s), (if position is used) and Zone Chairperson (s) elected at the District Convention and a Cabinet Secretary/Treasurer or Cabinet Secretary and Cabinet Treasurer appointed by District Governor. The Cabinet assists the District Governor in formulation of administrative plans and policies affecting the welfare of District offices and committee members.

Regular Cabinet meetings will be held each quarter of the fiscal year at a time and place determined by the District Governor. The Cabinet Secretary/Treasurer or Cabinet Secretary shall give Ten (10) days written notice of the meeting.

According to Article V, Section 2(B) of the District Constitution, the District Governor may call special meetings of the Cabinet.

SECTION III

DISTRICT OFFICERS

Officers-- The members of the District Cabinet are the officers of the District. Their prescribed duties include, but are not limited to the following as outlined by procedures and publications distributed by Lions Clubs International and other obligations at the District level as outlined in the Constitution and by-laws of the District.

The District Governor (DG) is the Chief Executive Officer of the District, and acts under the general supervision of the Lions Clubs International Board of Directors as the representative of Lions Clubs International in this District. And has general supervision over the District Cabinet, District Committees and all Lions Clubs of the District.

The District Governor shall (when present) preside over all cabinet, other meetings, events of the District and supervise the formation of new Lions Clubs in the District. During any period the District Governor is unable to so preside, the presiding officer at any such meetings shall be the Vice District Governor. The District Governor shall appoint any vacant District Cabinet offices, a Cabinet Secretary/Treasurer (CST), Cabinet Secretary or Cabinet Treasurer and the Chairperson and members of all District Committee Chairperson. The District Governor shall supervise collection of all legitimate expenses pertaining to the administration and other affairs of the District. The DG shall secure, semi-annually or more frequently financial reports from the Cabinet Treasurer (or CST) provide for an annual or more frequent audit of the books and accounts and set-up a definite scheduling of dates, times and places of Cabinet meetings to be held during the year.

The Vice District Governor (VDG) – Is under the supervision of the District Governor as the Chief Administrative Assistant to the DG, and shall preside whenever the DG is absent at Cabinet and all other District meetings. The VDG should be active in all phases of the District Convention and Fall Conference and fulfill assignments given by the DG from time to time. When invited the VDG should attend meetings of District Committees as an ex-officio member.

Cabinet Secretary/Treasurer (CST) or Cabinet Secretary (CS) – Is under the supervision and direction of the DG, and shall:

- ◆ ◆ Keep accurate records of the proceedings of all Cabinet Meetings and within five (5) days after each meeting and forward copies to all cabinet members, Lions Clubs International and PDGs present.
- ◆ ◆ Take and keep minutes of the District Convention and furnish copies to Lions Clubs International, the DG and Secretary of each club in the District.

The Cabinet Secretary/Treasurer (CST) or Cabinet Treasurer (CT) – Is under the supervision and direction of the DG. The CST or CT shall:

- ◆ ◆ Assist the DG and the Cabinet in conducting the business of the District and sign all notices and documents issued by the District.
- ◆ ◆ Make an annual financial report to the cabinet at its meeting immediately preceding the District Convention, interim reports at each cabinet meeting and such reports, as the DG requires.
- ◆ ◆ Issue reports for all per capita dues and taxes levied on members and Clubs in the District.
- ◆ ◆ Will deposit funds in such bank or account as the Cabinet determines and disburse the same as ordered by the District Cabinet,

- ◆ ◆ Remit and pay to MD 11 Treasurer all MD 11 per capita dues and fees collected in the District and secure receipts for these monies.
- ◆ ◆ Keep accurate books and records of accounts and permit inspection of them by the DG, any club or authorized agent of the before mentioned persons.
- ◆ ◆ Upon the direction of the DG or the Cabinet, the CST or CT shall furnish such books and records as requested to any auditor appointed by the DG.
- ◆ ◆ Shall secure a surety bond for the faithful performance of his/her duties in such sum and with such sureties as required by the District cabinet.

The Regional Chairperson (RC) – The VDG or any candidate for the office of District Governor shall determine no later than January 2nd before the convention if this position will be utilized in the district. The RC shall:

- ◆ ◆ Have supervision over all Clubs and Zone Chairpersons in their Region.
- ◆ ◆ Actively participate in planning and promoting the District Convention and Fall Conference.
- ◆ ◆ Recommend to the DG qualified Lions to be considered for positions on committees.
- ◆ ◆ Promote our state projects and Lionism in all areas.
- ◆ ◆ Visit each club in the region at least once, preferably twice, during the term.

Zone Chairpersons (ZC) are under the supervision of the District Governor or Region Chairperson, if utilized. The ZC shall:

- ◆ ◆ Schedule three zone meetings as required.
- ◆ ◆ Fill out a report of each meeting with copies to the DG, VDG and RC and Lions Clubs International.
- ◆ ◆ Endeavor to have every club in his zone operating under a duly adopted Club Constitution and by-laws.
- ◆ ◆ Encourage inter-club and social activities.
- ◆ ◆ Promote attendance at charter nights and representation at International, Multiple District and District Conventions as well as the District Fall Conference.
- ◆ ◆ Visit each club in the zone once, but preferably twice during the term of office.

SECTION IV

DISTRICT, MULTIPLE DISTRICT 11 AND COMMITTEES

The following District Committees are sub-committees of their respective committees of MD 11 and also “ad hock” committees of the district marked with “*”.

District Committee Members, unless otherwise specified, should consist of one and no more than one member from each Region appointed by the District Governor. The committee chairperson shall be one of those members.

District Chairperson is the district Representative on the respective MD 11 Committees appointed by the District Governor for one, two or three year terms as provided in the MD 11 by-laws Article III outlined as follows:

One Year Appointments

All State Band	Credentials	District Editor
Environmental	Club Retreats	Youth Outreach
Audit Committee*	District Newsletter Editor*	Liaison
Information Technology*	Chaplain*	Peace Poster
Rules	Elections	Nominating
Lioness Liaison	Resolutions	Leos
LCIF	International Understanding	MERL-OW
Sight Conservation	Shreve & Thornton Award*	Sergeant-at-Arms*
Bear Lake Camp	Diabetes Awareness	Web Page Design*

Two Year Appointments

Constitution & by-laws	Publication Advisory	International Convention
	Leader Dog	Sight Conservation
Michigan Eye Bank	Public Relations	Sports
Welcome Homes	White Cane	Youth Exchange
	Hearing & Speech (Camp Chris)	

Three Year Appointments

Restricted Fund	Membership	Extension
Retention	Orientation	Strategic Planning
Leadership Development	Women’s Membership Development	District Convention

The following committees will consist of as many members as the DG deems necessary, but with a sufficient number of members so if the Chairperson is unable to attend the State meeting then there will be another committee member present to represent the district at the state meeting.

International Convention, Liaison, Strategic Planning, Publication Advisory and Restricted Fund and have no district function except that the District Chairperson (MD 11 Representatives) report to the Cabinet when requested by the District Governor.

The District Governor will develop Reporting Schedules for Committee Chairperson to present a report to the District Cabinet on the activities of the committee. Reports may be oral or written as requested by the DG. Written reports should be channeled to the District CST or CS before the cabinet meeting at which they are to be read and become part of the meeting minutes.

Reimbursement of Expenses – Will be allowed only when provided for in the District Budget.

The District Cabinet may pay the cost of meals for the chairperson (s) that is requested to attend a Cabinet meeting to give a report.

Committee Directives – As outlined and are consistent with those of the respective MD 11 Committees and are not intended to replace or detract from those in the MD 11 Policy Manual.

Official Multiple District 11 Projects

The four officially sanctioned projects of the Lions of MD 11 are the Eye Bank, Leader Dog, Welcome Homes and Bear Lake Camp. Directives to the committees dealing with these projects are as follows:

Eye Bank Committee promotes the Michigan Eye Bank (MEBTC) and its objectives. Encourage all Lions Clubs to support this MD 11 project of sight restoration; provides programs for Lions Clubs by use of video presentations and other materials provided by the MEBTC; distributes supportive materials to the news media and recommends potential sub-station locations to the MEBTC.

Leader Dog Committee encourages support for Leader Dog School and organizes district trips to Leader Dog school to inform Lions to become exposed to this great state project.

Welcome Homes Committee promotes Welcome Homes for the Visually Impaired; encourages all Lions Clubs to support this state project; supplies programs to Lions Clubs; provides the news media with adequate information on Welcome Homes through videos. And encourages Lions Clubs throughout the state to visit Welcome Homes for the Visually Impaired.

Bear Lake Camp promotes Bear Lake Camp. Encourage all Lions Clubs to support this state project and be able to answer questions about this new state project.

Position Statement on Multiple District 11 Projects

This is a clarification from the State Administrative Office toward the Eye Bank, Leader Dog, Welcome Homes and Bear Lake Camp. Each of these projects is autonomous and not under the direct control of the Lions of Michigan. Each has a separate board of Lions and non-Lions. Each has its own administrative office and staff. All four have administrative directors. Each year the District Governor appoints Lions to promote these projects through videotapes and visits. The Lions also encourage donations and support of the projects.

The Lions Administrative Office is not obligated to use administrative funds for mailing, equipment, materials or staff to promote these four MD 11 projects. The administrative branch of each of these four projects has a budget greater than that of the State Office. Each project is responsible to cover expenses incurred promoting their project.

By adopting these projects, the Lions of Michigan did not assume responsibility for any administrative operations. This merely assured the Lion of Michigan that when contributing to these projects, their funds were contributed to a fiscally responsible project. The Council of Governors is responsible to be sure that all four of these projects remain fiscally responsible and their funds are well spent. The State Treasurer of the Lions of Michigan is to assure that the membership that the projects maintain the highest financial and ethic policies.

COMMITTEES

All State Band Committee promotes the development of the Michigan Lion All State Band, encourages Lions Clubs to promote participation in the band by students in the local high school and presents programs to solicit donations from Lions Clubs.

Audit Committee provides for an annual or more frequent audit of the books and accounts when directed by the District Governor. The committee should also make sure that the outgoing and Incoming District Governor sign proper forms after the annual audit of the district books.

Constitution and by-laws Committee places constitutional amendments submitted for consideration in proper form. Amendments may also originate at the committee level. The committee through the district transmits copies of proposed amendments to each Lions Club at least 30 days before the district convention at which they are voted on.

Credentials Committee assures that all Clubs that vote during the District Convention are in good standing. The information is available through the District Governor and Cabinet

Secretary/Treasurer or Cabinet Secretary. The Chairperson must report to the convention on the number of Lions, guests and clubs attending at various times during the convention. The District Governor is authorized to certify delegates.

Diabetes Awareness Committee encourages the public to have regular medical examinations to detect and treat diabetes, acquire, and distribute literature. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education detection and research. The committee members should become knowledgeable on diabetes and diabetic retinopathy and raise the importance to clubs of notifying the public of what needs to be done and establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes activities. Committee members should:

- ◆ ◆ Become familiar with the District Diabetes Chairperson manual.
- ◆ ◆ Become knowledgeable on diabetes and diabetic retinopathy.
- ◆ ◆ Raise the level of diabetes awareness in your district by coordinating diabetes activities involving the entire district.
- ◆ ◆ Be available for forums and presentations at zone and region meetings, conventions and rallies.
- ◆ ◆ Stress the importance to clubs of notifying the public of what needs to be done and what is being done to reduce the new cases of blindness caused by diabetes.
- ◆ ◆ Establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes activities.
- ◆ ◆ Evaluate and assist those needing financial assistance as a result of suffering from diabetes.
- ◆ ◆ Submit these individuals information to the cabinet for getting assistance from the district.

District Editor encourages information from the club level to the State Magazine with direction from the State Magazine editor and makes certain that materials are suitable for publication. Materials that are not satisfactory should be returned for better descriptions or better pictures. All materials for publication in the MD 11 State Magazine must go through the District Editor.

Environmental Committee looks for ways of awakening interest in environmental problems and motivating individuals and clubs to positive action in areas of nature, social and cultural environments and becomes familiar with the policy statement of Lions Clubs International, "On the Human Environment." Becomes aware of available environmental literature from Lions Clubs International and other environmental agencies and organizations; knows the past and current environmental activities by the district and motivates clubs to participate.

Extension Committee will encourage development of new Lions Clubs. The committee will:

- ◆ ◆ Make certain the sponsoring club is aware of its duties and responsibilities, including attending meetings of the new club for six months.
- ◆ ◆ Work diligently for a successful charter night. Has input to the District Governor for appointing a Certified Guiding Lion for the new club.
- ◆ ◆ Become familiar with "New Club Extension" a pamphlet describing how to form a new Lions Club.
- ◆ ◆ Become familiar with the Branch, New Century and Campus Lions Clubs.
- ◆ ◆ Develop an extension program.
- ◆ ◆ Knows the geographical layout of your district.
- ◆ ◆ Review communities for potential new clubs.

- ◆ ◆ Select areas of concentration and plan the organization of Lions Clubs in those areas.
- ◆ ◆ Promote extension at zone and cabinet meetings.
- ◆ ◆ Contact possible sponsoring clubs for assistance.
- ◆ ◆ Cooperate with multiple district membership and district membership chairpersons.
- ◆ ◆ Arrange meetings of key personnel in the community to develop new clubs.
- ◆ ◆ Locate the Lion who knows a key person in the new area.
- ◆ ◆ Inform Lions of their opportunity to start a new club.
- ◆ ◆ Has input to the DG for appointing Certified Guiding Lions.
- ◆ ◆ After clubs are formed and chartered the Extension Committee is to withdraw and the Certified Guiding Lions are to take over.
- ◆ ◆ The duties of the Extension Committee can also be used to assist in rebuilding faltering clubs, along with the assistance of the MERL-OW committees.

Club Retreats Committee acts as facilitators and surveys the club members to hold club retreats improve operation and enhance membership participation in the Lions Club.

Hearing and Speech Action Committee and Camp Chris work with the Deaf Commission to develop programs at the Club level at the direction of the State Committee. Deafness is a handicap of communications and hearing/speech impairment is satisfactorily more common than blindness. Members should do the following:

- ◆ ◆ Develop training and educational programs for presentations at club meetings.
- ◆ ◆ Encourage support of schools and rehabilitation centers for the deaf.
- ◆ ◆ Conduct public awareness programs.
- ◆ ◆ Consult with deaf and hearing-impaired members of the community and convey the information concerning their needs in the district.
- ◆ ◆ Suggest activities to the club
 1. 1. Mass screenings to detect hearing loss.
 2. 2. Support of research on ear diseases, speech disorders in adults, school children and infants.
 3. 3. Establishment of hearing aid banks.
 4. 4. Social and recreational services.
- ◆ ◆ Runs the business of Camp Chris.
- ◆ ◆ Arrange for a site for the camp and meet with the Michigan Association of Deaf, Hearing and Speech (MADHS) to set a date of camp and other administrative requirements.
- ◆ ◆ Promote support of Camp Chris in the district.
- ◆ ◆ Receive registration fees for the campers attending; record the fees and then turn over to the CST or Cabinet Treasurer.
- ◆ ◆ Prepare a budget for the camp and submit to the district cabinet for approval.
- ◆ ◆ Make the final report to the cabinet, the First Cabinet Meeting after the camp was held. This report should include number of campers, cost of the camp and any other information required.

International Convention Committee plans, promotes and arranges details of Michigan's participation in the International Convention and attends state committee meetings. International Understanding and Cooperation Committee is appointed by the District Governor and serves as the district's chief expert and advisor on international relations (except for the Youth Exchange and LCIF programs, for which other chairpersons are generally recommended). The chairperson educates and motivates clubs to conduct meaningful international relations' activities and acts as the link between the district and international headquarters in reporting these projects. The committee shall:

- ◆ ◆ Learn about Lions International Relations (IR) programs.
- ◆ ◆ Learn about LCIF and the current major service commitments of the association.
- ◆ ◆ Learn about other international organizations with which the Lions have worked.
- ◆ ◆ Encourage each club in the district to appoint an IR chairperson.
- ◆ ◆ Ensure that the DG reports the name of the chairperson to International Headquarters early in the fiscal year for listing in the Youth Exchange/International Relations Chairpersons Directory.
- ◆ ◆ Help establish twinning relationships with clubs in other countries.
- ◆ ◆ Encourage clubs to welcome new citizens in their respective communities.
- ◆ ◆ Work with the DG to establish district participation in Lions Day with the UN and World Peace Day Programs.
- ◆ ◆ Work closely with district Youth Exchange chairperson concerning exchange programs, international camps or Lions sponsored international youth activities.

Leadership Development Committee is also a member of the MERL-OW committee in the district. Organizes and coordinates training sessions to develop leadership within clubs and the district. The district leadership chairperson and committee assume an active role in the enhancement of the leadership skills of current, new and emerging Lion leaders in the district. The chairperson and committee members as well as Lions Clubs Officers are encouraged to attend the MD 11 Lions Leadership Institute held every year in November, if already not having attended this seminar. The committee shall:

- ◆ ◆ Encourage Lions to attend the MD 11 Leadership Institute and mail flyers out to clubs in the district.
- ◆ ◆ Set leadership goals for the district, submitting a copy to the Institute and Seminars Department at International Headquarters by October 1.
- ◆ ◆ Organize, promote and conduct an annual club officers' school. Send results of the school to the Leadership Division within 30 days.
- ◆ ◆ Organize, promote and conduct leadership seminars for members within the district.
- ◆ ◆ Motivate Lions to develop and improve leadership skills.
- ◆ ◆ Assist other district chairpersons (such as Membership and Extension Chairpersons) with the development of workshops, seminars, conferences and so forth.
- ◆ ◆ Involve previous district leadership development chairpersons and trainers in the development of leadership programs.
- ◆ ◆ Develop articles on leadership for district and club publications.

- ◆ ◆ Report to the district cabinet, leadership developments from International Headquarters and within the district.
- ◆ ◆ Communicate with the DG, CS and PDGs within the district about leadership initiatives at the international, district and club levels.
- ◆ ◆ Submit annual report to the Institute and Seminars Department on the status of leadership development in the district.

Qualifications of the Leadership Development Chairperson –

1. 1.Comprehensive understanding of Lions Clubs International.
2. 2.Credibility with other Lions.
3. 3.Desire and ability to work with others.
4. 4.Effective presentation skills (such as public speaking, workshop presenter and so forth).
5. 5.Time to develop and assist with leadership programs.
6. 6.Willingness to commit one year.
7. 7.Ability to travel within the district.
8. 8.Ability to attend a leadership seminar sponsored by the association.

Liaison Committee fosters and promotes candidates from the State of Michigan to the International level and maintains communications at the international level to keep Michigan Lions informed of candidate activity.

Membership Development Committee is a member of the MERL-OW committee, motivates clubs and district officers to promote membership growth. Committee members should become familiar with the District Membership Chairperson’s Guide and other material from Lions International. It involves the Region (if utilized) and Zone Chairpersons to motivate club Membership Chairpersons to establish realistic and attainable goals. The district membership chairperson is a three-year appointment. The committee shall:

- ◆ ◆ Know the clubs in the district, their strength, weak points and potential.
- ◆ ◆ Develop a membership plan for the clubs in the district using the Multiple District 11 Michigan Membership Model.
- ◆ ◆ Work with Region (if utilized) and Zone Chairpersons to carryout the program.
- ◆ ◆ Encourage a sound membership stabilization program by developing present members into active members.
- ◆ ◆ Hold several meetings of the club membership chairpersons.
- ◆ ◆ Use cabinet officers to assist in problem clubs.
- ◆ ◆ Promote the International membership programs.
- ◆ ◆ Assist the district governor in the implementation of the district membership growth and development programs.

MERL-OW Committee is comprised of the District Membership, Extension, Retention, Leadership Development, Orientation and Women in Lions Committees. The Chairperson of this committee is the current Vice District Governor. The committee shall:

- ◆ ◆ Meet with the above mentioned committees at the beginning of the year to set goals.
- ◆ ◆ Coordinate activities of these committees.
- ◆ ◆ Hold meetings of the committees periodically to see progress in reaching goals and possibly setting new goals.

Nominating Committee receives nominations for the offices of District Governor, Vice District Governor, Region (if utilized) and Zone Chairpersons at least 60 days before the day of its report to the District Convention. The nominations must be written and follow the requirements of the District Constitution. The Nominating Committee shall place in nomination at the District Convention the names of qualified candidates. If none are received or qualified, then and only then, may nominations be made from the floor. Each candidate is allowed one nominating speech of five minutes and one seconding speech of three minutes.

Orientation Committee a member of the MERL-OW committee and to encourage Lions Clubs to develop an orientation program within their club for new members as well as older members.

They shall:

- ◆ ◆ Request clubs to appoint an Orientation committee.
- ◆ ◆ Work with the District Governor to educate the club orientation committee chairperson on doing effective orientation programs.
- ◆ ◆ Assist at club level with the orientation program in the club.
- ◆ ◆ Provide material from the international, MD and district levels in the orientation process:
 1. 1. Chart of International officers and committees
 2. 2. Chart of District and MD officers and committees
 3. 3. Assist with chart of club officers and committees and community service programs of the club
- ◆ ◆ Communicate to the club orientation chairperson materials available from the International Web Page.
- ◆ ◆ Present an Orientation Program at the District Fall Conference if asked by the District Governor or the sponsoring club.

Peace Poster Committee is responsible for coordinating the efforts of the district for the annual contest that challenges young people (11 to 13 years) to think about peace and express what it means to them. The committee shall be:

- ◆ ◆ Well organized
- ◆ ◆ Enthusiastic about the contest
- ◆ ◆ Creative (thinking of new ways to boost participation in the district, publicize winners, etc)
- ◆ ◆ Available to headquarters for assistance (helping to find clubs to sponsor the contest, when a participation request is received from a school or youth group)
- ◆ ◆ Become familiar with the rules for participation in the Peace Poster
- ◆ ◆ Prepare a presentation about the contest for clubs in the district to encourage them to participate.
- ◆ ◆ Serve as a resource for clubs who have questions about the contest
- ◆ ◆ Promote participation in the contest at the district convention
- ◆ ◆ Work with the district governor to conduct the district judging
- ◆ ◆ Follow-up with the council of governors' chairperson to make sure the district's entry was received in time
- ◆ ◆ Work with participating club chairperson to properly publicize their winning entry on the local level
- ◆ ◆ Serve as liaison between the district and international headquarters for different aspects of the contest

Public Relations Committee projects a favorable image of Lionism outside the organization. Almost everything a Lions Club does affects its own and the Association's public relations. The committee shall:

- ◆ ◆ Encourage clubs to appoint a Public Relations Committee.
- ◆ ◆ Present workshops or programs when requested at the Fall Conference or District Convention.
- ◆ ◆ Use the Public Relations manual, District Public Relations manual and other information from Lions International Web Page.
- ◆ ◆ Provide information of news media contacts to the clubs in the district where possible. The chairperson should also update these contacts when possible to do so.

Publication Advisory Committee reviews costs and expenditures for the "Lions of Michigan Magazine," assuring that the publication will maintain financial solvency and provide advice to the editor of the magazine.

Resolutions Committee drafts and presents resolutions to honor and recognize distinguished guests and speakers attending and contributing to the success of the District Convention. Other proposed resolutions, other than amendments to the Constitution and by-laws shall be submitted by the chairperson in writing to the District Cabinet meeting before the District Convention to allow the Cabinet to transmit the resolutions to each club in the district at least 30-days before the convention.

Restricted Fund Committee assists and advises the Council of Governors on the use and administration of the restricted fund established in the MD 11 Constitution.

Retention Committee is a member of the MERL-OW committee and encourages the Clubs in the district to appoint retention committee chairperson although all the members in the club are responsible for the retention of members. The district committee is willing to train the chairperson on the aspects of retaining members. Also the Michigan Retention Model should be available for this club committee.

Rules Committee reviews rules adopted at earlier District Conventions. If the committee changes rules, the proposed changes should be presented to the District Cabinet for approval at the last cabinet meeting before the District Convention.

Sergeant-at-Arms Committee is authorized and instructed to enforce the rules adopted by the delegates at the District Convention and assist in distribution of printed materials to the assembled delegates. This committee also enforces reserved seating at all convention meetings.

Sight Conservation and Work with the Blind Committee becomes familiar with the District Sight Chairperson's Guide and promotes eye screening and collection of used eyeglasses while developing educational programs suitable for clubs. This committee at the District level is also responsible for the sight screening equipment that the district owns.

Sports Committee promote sports activities within the District and MD 11 and encourages clubs to participate in these social activities and makes certain that information advising clubs of the activities is received in a timely manner. Which allows all clubs the opportunity to participate. The committee is also responsible for distribution and updating the District Sports Manual, each club in the district should have a copy of the district sports manual.

Strategic Planning Committee advise the Council of Governors on actions of the International Board of Directors that might affect District and Multiple District operations. It suggests plans to the Council of Governors to grow Lionism in Michigan. At the district level the committee shall:

- ◆ ◆ Develop a mission statement for the district

- ◆ ◆ Develop a vision statement for the district
- ◆ ◆ Help in the training of committees at the district level
- ◆ ◆ Set goals for the district, one (1), two (2), three (3), four (4) or five (5) years in advance
- ◆ ◆ Make sure Web Page updates are made periodically

Women in Lions Committee is a member of the MERL-OW committee, encourage clubs to look at the other aspect of society, particularly Women, who are also community service oriented and would like to be Lions, and support sponsoring women in the clubs in the district. Members should keep copies of the International form ME-37, "I Am a Lion" which targets women in Lions at all times to provide to the clubs in the district.

White Cane Committee encourages clubs in the district to participate in the White Cane Fundraiser Week, furnishes information on the White Cane Law through printed material, billboards and news media. The committee offers promotional materials for sale to clubs through the MD 11 office and helps in the planning of the Michigan Forum.

Youth Exchange Committee promotes the Youth Exchange Program developed within MD 11. All policies, agreements and fiscal arrangements are within the MD Council of Governors. Lions who have interest in improving international relations should conduct the Youth Exchange Program. The committee should:

- ◆ ◆ Review past district youth exchange activities.
- ◆ ◆ Formulate and implement a plan to accomplish exchange goals.
- ◆ ◆ Establish an exchange program with a Lions district in another country.
- ◆ ◆ Be an advisor to the clubs wishing to participate in the program.

Youth Outreach Committee – Members shall do the following:

- ◆ ◆ Learn about the nature and scope of youth issues and drug abuse problems in your area.
- ◆ ◆ Know the names of persons and organizations in your district concerned with positive your development, drug and alcohol prevention.
- ◆ ◆ Maintain information about available print and video resources of youth issues. These supplies can be ordered from the International Web Page.
- ◆ ◆ Invite educators and other community leaders to Lions Clubs meetings to discuss avenues of cooperation (i.e. Youth Outreach program videos, service projects, conferences or forums, peace poster, speech and essay contests).
- ◆ ◆ Make Youth outreach a community effort by involving local businesses, other service organizations and youth of the community.

All chairpersons should attend state meetings when called or notified about them. If they are not able to attend, they should contact a committee member to attend for them. The committee members should be well informed about the committee duties.

OTHER DISTRICT COMMITTEES

The following committees are not sub-committees of any committee of MD 11. The District Governor appoints the committee members and the chairman each year, except the Honorary Committee and District Convention Committee.

Chaplain Committee shall:

- ◆ ◆ Conduct funerals of Lions members if requested to do so by the family according to the protocol manual.
- ◆ ◆ Does the invocation at District Convention and Cabinet Meetings; if present.

- ◆ ◆ Keep records of deceased Lions for the memorial service at the district convention and conduct the memorial service.

District Convention Committee encourages all Lions to attend District 11-B2 convention. The committee shall:

- ◆ ◆ Work with the DG to find a place, set-up programs, set-up convention center, and negotiate with the convention center for the cost of meals and rooms.
- ◆ ◆ Work with the DG for events and forums the DG would like to have presented.
- ◆ ◆ Set the cost of attendance at the convention.
- ◆ ◆ Submit a preliminary budget to the District Cabinet at the second Cabinet Meeting and submits the final budget at the third cabinet meeting.
- ◆ ◆ Consult the District 11-B2 Constitution and by-laws for complete description of the convention procedures. The chairperson should:
- ◆ ◆ Educate and motivate club members to participate in conventions at all levels of Lionism.
- ◆ ◆ Urge the clubs to appoint an active club convention chairman.
- ◆ ◆ Communicate with district clubs using all the available sources such as district newsletter, visitations to clubs, zone and district meetings and special meetings.
- ◆ ◆ Inform district clubs of the arrangements, programs and costs of each Lion's convention.
- ◆ ◆ Manage and coordinate the district convention.

District Newsletter Editor collects all information submitted from the District Governor, Lions Clubs or other Lions for publication in the 11-B2 newsletter. The editor then arranges these articles and submits this information for publication of the district newsletter. Information should be submitted no later than the third week of the month, which allows for the district newsletter to be printed and distributed to the clubs, committee chairpersons, MD 11 projects, Council of Governor members, International Headquarters, Cabinet Officers, Past District Governors, Lioness Clubs, Leo Clubs, State Office and any other persons the DG designates in a timely manner.

Honorary Committee – Consists of the active Past District Governors, Past International Directors, Past International Officers and IPDG as chairperson. The committee advises the District Governor and cabinet, meeting and acting when requested by the District Governor. This committee functions only at the request of the District Governor. The members should promote harmony throughout the district and perform duties when requested by the DG, meet when called upon by DG and take problems assigned by the governor and recommend solutions after careful study.

Information Technology encourage clubs to file their Monthly Membership Report (MMR), and the Annual Activities Report electronically on the International Web Page, PU 101, Officers of Club for coming year, is in contact with International for any new updates to the web page. And pass this information along to the clubs, and inform Lions Clubs of other information that can be obtained and ordering of supplies on the International Web Page and updating the district Web Page.

LCIF Committee encourages contributions from Lions Clubs, nominates candidates for consideration as “Melvin Jones Fellows”; and recommends cases of disaster or financial needs

for consideration by the Lions Clubs International Foundation (LCIF) Board. Lions Clubs International requires the IPDG be the chairperson (unless this person declines the position), then another PDG is appointed. As a district committee and chairperson, LCIF will play an important part in linking resources and volunteers with the international programs of LCIF. This committee will:

- ◆ ◆ Plan the year with the district governor and other officers.
- ◆ ◆ The committee will have a great opportunity to set goals that will increase awareness of the foundation and emphasize its place as an anchor of Lions international services.
- ◆ ◆ Encourage clubs to appoint an LCIF chairperson.
- ◆ ◆ Promote the work of LCIF by using information and material provided by the LCIF office.
- ◆ ◆ Familiarize yourself with grant application procedures.
- ◆ ◆ Promote the association's Major International Service Programs.

Leo Clubs Committee encourages Lions Clubs to sponsor a Leo Club under the guidelines established by Lions International. The committee assists clubs that want to sponsor Leo Clubs with the following:

- ◆ ◆ Become familiar with the financial principles and procedures for sponsoring a Leo Club.
- ◆ ◆ Promote and publicize the Leo Club program within the district.
- ◆ ◆ Know what Leo program resources/materials are available from International Headquarters (can be obtained from Web Page).
- ◆ ◆ Provide current information to Lions Clubs that requested it.
- ◆ ◆ Contact advisors for Leo clubs to offer encouragement.
- ◆ ◆ Prepare and submit annual district level Leo program reports.
- ◆ ◆ Hold quarterly meetings with the committee.

Lioness Committee Lions International no longer performs administrative support; however a Lions Club may want to continue to sponsor an affiliate group called a Lioness Club, subject to a license to use the Lions name and emblem.

Michigan Lions Service Foundation has two elected representatives on the Board of Directors from the district of which the District is a participant in the foundation. One trustee is elected each year at the District Convention for a two-year term following the Constitution and by-laws of the Foundation.

SECTION V

DISTRICT CONVENTION

Rules for District Convention

District Conventions are held to:

- ◆ ◆ Conduct general district business
- ◆ ◆ Take action on district matters in accordance with the constitution and by-laws of Lions Clubs International and the district.
- ◆ ◆ Adopt resolutions.
- ◆ ◆ Elect the district governor, vice district governor, other elected officers of the district and Lions of Michigan Service Foundation trustees.
- ◆ ◆ Vote on future convention cities.

- ◆ ◆Vote on constitutional amendments (district) if applicable.
- ◆ ◆Conduct seminars.
- ◆ ◆Provide events important to the district.
- ◆ ◆Develop friendship among Lions of the district.

Voting at the convention:

- ◆ ◆Each chartered club must be in good standing.
- ◆ ◆Each club is entitled to one delegate and one alternate for each 10 members or major fraction thereof (five or more). However as per International directive, members must be in one (1) year and one (1) day to qualify in the voting members' count.
- ◆ ◆The Lions Clubs International records determine the Club membership on the first day of the month prior to the month of the district convention.
- ◆ ◆In any case each club is entitled to at least one delegate and alternate.
- ◆ ◆One vote is allowed for each certified delegate present in person on each election and question submitted.

Dates of District Convention The district convention should be held at least 30 days prior to the International convention. Refer to District Constitution and by-laws for the exact dates. This will give the newly elected district governor time to make preparations to attend the district governors-elect seminar, which is held in advance of the International convention.

Speaker from International Lions Clubs International Board policy states, "that each single, sub and multiple district will be allowed one speaker only each year, approved by Lions Clubs International, for its convention, conference or similar district wide function. This function must be clearly representative of the entire district and one to which all clubs are invited to participate."

Encourage Attendance it is the clubs opportunity to participate in the affairs of the district.

Report to Lions Clubs International should be submitted as soon as the district convention committee has determined the date and location of the upcoming district convention, and this information should be reported to the District and Club Administration Division at International Headquarters.

Speaker Engagement Guidelines for Authorized Meetings LCI will reimburse the travel expenses for an official speaker (and spouse) to attend one district, (single, sub – or multiple) authorized meeting (convention, conference or similar function) each year. Reimbursement is paid to the speaker in accordance with the associations' Rules of Audit. To qualify as an authorized meeting, the function must represent the entire district, rather than just a segment of it, and be an event in which all clubs within the district are invited to participate.

The host district will be responsible for all local expenses of official speaker, including accommodations, meals and local transportation. If it fails to meet this obligation, the district will forfeit eligibility for a future speaker's travel reimbursements until expenses are paid.

Official Speakers from within Constitution Area are only authorized by LCI with the exception of the international president; no official speaker may be assigned to an authorized meeting outside the speaker's constitutional area or residence without prior written approval of the international president. However, eligible speakers elected from Constitutional Areas I (United States and Affiliates, Bermuda, the Bahamas) or II (Canada may receive reimbursement for travel to functions in both constitutional areas without presidential approval. (See district governor's manual).

Invitation Procedure – District may invite a prospective speaker residing within its constitutional area, subject to the following priority:

- ◆ ◆ Any executive officer or international director, or any past international president or past international director, residing whether within the district making the request or in an adjacent single or multiple district, regardless of the availability of current board member, or if an executive officer is not available.
- ◆ ◆ Any past international president or past international director or, if none are available then, a past district governor residing in the district, which the function will be held.
- ◆ ◆ No past president or past director should be invited until the Protocol and Itineraries Department have confirmed their eligibility at International Headquarters.

FALL CONFERENCE

Strongly suggested that this be held on a Saturday in late September or October (this will give the clubs that are on summer vacation time to meet before the Fall Conference). A club in good standing within the district will host the conference. This club must submit a letter of request to host the fall conference at least six (6) months prior to the fall conference it wants to host. The club hosting the fall conference will charge registration and meals at a reasonable rate in order to cover all expenses incurred. The district is not responsible for any losses incurred by the club. However, if the club does show a net profit, the host club will keep all the profit. The following should apply:

- ◆ ◆ The District Governor will have input on the Fall Conference and the forums being presented.
- ◆ ◆ Some forums that can be presented are, membership, orientation, retention, leadership, youth outreach, public relations, spouse program, conventions, and other Lion related programs.
- ◆ ◆ Have tables available for donations to state, international and district projects.
- ◆ ◆ Have a registration table present, with separate accounting for regions and or zones.
- ◆ ◆ The Fall Conference chairperson or representative will give the report for Parade of Checks and attendance.
- ◆ ◆ Furnish a continental breakfast for attendees, coffee and juice and a lunch.
- ◆ ◆ The club or district governor may choose to have a motivational speaker (20 minutes maximum to speak) at luncheon or opening of the fall conference.
- ◆ ◆ Every effort should be made to end the Fall Conference no later than 2:00 PM.
- ◆ ◆ Awards can be presented (i.e. membership plaques, membership certificates, and installation of new members, guest gifts/certificates).
- ◆ ◆ The host club should have a registration form for the fall conference which includes registration fee, luncheon cost, number of Lions attending, Lionesses, spouses, Leos, guests. This form should also have the forums that will be presented.

- ◆ ◆ The forms should be printed in the district newsletter, and can be sent to each club. There should be a cutoff date so that the host club will have time to print name badges, and have the accounting done.
- ◆ ◆ The registration form should be sent out 60 days before the conference, but not less than 30 days.