



# Multiple District 11 Manual of Operational Rules, Procedures & Policies

(Also known as the Policy Manual)

**(Updated 2/23/2020)**

Multiple District 11  
Lions Clubs International  
Lower Peninsula  
State of Michigan

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## **PREFACE**

### **ANNUAL APPROVAL AND AMENDMENTS**

The Policy Manual shall be approved each year by the Council of Governors at its first official meeting. The Council of Governors may amend the Policy Manual at any time by a majority vote of the Council of Governors.

Any proposed Multiple District 11 additions, changes, or updates must be submitted electronically to the COG Policy Committee no later than 30 days prior to the next scheduled COG Meeting.

The COG Policy Committee will work with the MD11 C&BL Committee to ensure that the proposed policy submissions are not in conflict with either the LCI or MD11 C&BL

## **PURPOSE**

The Policy Manual sets forth policies and procedures to guide the Council of Governors of Multiple District-11 in the performance of its duties.

## **SUBORDINATION**

These policies and procedures are supplementary to the Constitution and Bylaws of both Multiple District 11 and Lions Clubs International. Should a conflict occur, the Multiple District 11 or Lions Clubs International Constitution will overrule the applicable policy or procedure.

## **APPLICATION**

These policies and procedures apply to all Multiple District 11 Lions, employees, and attendees at Council of Governor meetings unless otherwise noted. Where specified, some policies also apply to spouses/Partners in Service of Lions.

Every effort has been made to be clear when positions are named. For example, District Governor refers to a current District Governor, not a District Governor-Elect.

## **EXCEPTIONS TO POLICIES OR PROCEDURES**

The current Council of Governors may grant exceptions to policies or procedures by a 2/3 majority vote of quorum at a meeting called by the Council Chairperson. This meeting may be of any acceptable format described in this document.

Should exceptions to policies and procedures become frequent, the applicable policy or procedure should be reviewed for potential revision.

## **COMPLIANCE**

The Council of Governors is responsible for assuring compliance with the Policy Manual.

## **DUTY TO REPORT**

Infractions of these policies and procedures should be reported to a current District Governor and/or the current Council Chairperson.

## **CLARIFICATION OF TERMS**

To conserve space, many acronyms familiar to Lions, along with some new abbreviations, are used throughout this Manual. A Glossary of all acronyms used are in Exhibit A

In the spirit of cooperation and collegiality with our fellow Lions in Single District 10, which is comprised of the entire Upper Peninsula of Michigan; Single District 10's District Governor and Vice Governors are considered ex-officio members of the Council of Governors of Multiple District and are entitled to all rights and privileges due to their office. Likewise, all Single District 10 Vice Governors are invited to partake in the Leadership Training provided by the Multiple District 11 Global Leadership Team.

## **SECTION I COUNCIL OF GOVERNORS**

The Council of Governors of Multiple District 11 shall be the governing body of the Lions of Michigan, Lower Peninsula. It is desirable that each Governor sitting on the Council represents his/her district and its interests to the best of his/her ability. He/she should also be cognizant of the fact that the Council of Governors must be a body that is truly representative of the Lions of Michigan and promotes its best interests. The Council of Governors has a duty to create, foster, and maintain the goals of Lionism and its image of public service.

The Lions of Multiple District 11 is a registered corporation registered of the State of Michigan. The Council of Governors is registered as the official governing body (Board of Directors) of the Lions of Michigan. The Council of Governors is also registered as the Board of Directors for the MD 11 Lions of Michigan Publication, Inc.

### **COUNCIL CHAIRPERSON/VICE COUNCIL CHAIRPERSON**

Each year, it is the responsibility of the incoming Governors to select a Council Chairperson and Vice Council Chairperson.

In order to meet the deadline imposed by Lions Clubs International, to allow for a smooth transition between Council Chairpersons, and to have a leader for the Council in place by the International Convention, the following procedure is recommended: The Council Chairperson shall be selected before the third Council Meeting on a date mutually selected by the First Vice District Governors. They shall meet in closed session at a predetermined time and place for the purpose of selecting the Council Chairperson for their Council.

### **EXPECTATIONS OF COUNCIL CHAIRPERSON**

The following are expectations of the Council Chairperson:

1. The Council Chairperson will be the meeting leader
2. The Council Chairperson will function as the facilitator for the Council

3. The Council Chairperson will attend all Council Meetings and the Multiple District 11 Convention.
4. The Council Chairperson will have access to email and software that is compatible with the Lions of Michigan State Office.
5. In order to be effective as Council Chairperson, it is necessary that the Council Chairperson be easily accessible by e-mail and telephone, as it may be necessary for the State Office to communicate with him/her on decisions requiring immediate attention.
6. The Council Chairperson will approve all agendas of Council Meetings and, with seven days advance notice will add any subject matter requested by the District Governors.
7. The Council Chairperson presides over all Council Meetings and makes emergency decisions on behalf of the Council of Governors on matters that arise between Council Meetings. He/she may poll his/her the Governors by letter, e-mail, or telephone. Any vote taken by the Council by mail-in ballot, e-mail, or telephone must be carried by 3/4 of the Council.
8. He/she will give final approval to drafts of the Council Meeting Minutes prior to publication. Any other corrections or additions desired by District Governors may be made at the next convened session of the Council of Governors.
9. He/she shall be knowledgeable in Parliamentary Procedure and Robert's Rules of Order.
10. He/she shall exemplify a spirit of fairness and equality among the members of the Council.
11. He/she shall have the privilege of chairing the Saturday evening banquet at the MD 11 Convention.
12. He/she, along with the District Governors, is an ex-officio member of all Multiple District Committees.

## **QUALIFICATIONS**

1. The Council Chairperson will be a member in good standing in a Lions Club that is in good standing.
2. The Council Chairperson shall be a Past District Governor, Immediate Past District Governor, or currently serving District Governor.
3. A Past District Governor who has previously served as Council Chairperson is not eligible.

## **VACANCIES**

Upon the removal, resignation, death, debilitating injury or illness of a Council Chairperson, a lion meeting the above qualifications shall be appointed to the vacant position by a majority vote of the Council. A Council Chairperson so removed shall not remain as a member of the governing body, shall have no authority in the operation of MD 11 and shall not be covered by the LCI General Expense Reimbursement Policy

## **SELECTION PROCESS**

The following process will be used in the selection process for Council Chairperson:

1. Criteria for Council Chairperson and the application instrument will be mailed to all eligible candidates at least 40 days prior to application deadline. A postcard will be included, so PDGs who are not interested in the position may request removal of their name from future mailings.

2. Late applications will NOT be accepted.
3. The application instrument will:
  - a. List position requirements
  - b. Ask for the applicant's resume
  - c. Give the date and place of interviews
  - d. List application deadline
4. If more than seven (7) resumes/applications are received by the published deadline, the following criteria will be implemented to reduce the number of candidates to a maximum of seven (7):
  - a. Candidate must have been a District Governor no longer than five (5) years ago or must have been active in a multiple district committee within the past five (5) years.
  - b. If more than seven (7) candidates remain after the above criteria have been implemented, candidate selection will be at the sole discretion of the seated First Vice District Governors upon their review of the remaining applicant resumes.
5. Before the third Council Meeting, on a date mutually selected, the First Vice District Governors will interview selected applicants. The most recent available Past Council Chairperson will chair this meeting.
6. All First Vice District Governors shall be notified by the State Office of the date, time, and place that the Council Chair selection will be conducted. A First Vice District Governor who is unable to be physically present at the appointed date and time of the Council Chair selection will waive the right to vote. However, a First Vice District Governor who is unable to be physically present for the Council Chair interviews may participate via conference call.
7. The First Vice District Governors will select the Council Chairperson following the interviews by a simple majority vote
8. Secret ballots will be cast by all 1<sup>st</sup> VDGs in attendance. If no candidate receives a majority of the votes, a second ballot will be cast. The candidate(s) receiving one or no votes shall be eliminated from the second round of the competition.
9. At the conclusion of the second ballot, if no candidate received a majority of the votes, the candidate(s) receiving the least number of votes shall be considered eliminated from further consideration. Succeeding ballots shall be cast following the above procedure until one candidate receives a majority of the votes. That candidate shall then be declared as Council Chairperson-Elect for the succeeding year.
10. The Council Chairperson will be introduced at the MD 11 Convention.

## **FINANCIAL CONSIDERATIONS**

The following are the financial considerations for the Council Chairperson:

1. For MD 11 Council Meetings, the Council Chairperson's expenses for travel, lodging, and food will be reimbursed in accordance with LCI General Expense Reimbursement Policy.
2. For the MD 11 Convention, the Council Chairperson's expenses for travel and lodging will be reimbursed in accordance with LCI General Expense Reimbursement Policy, meals (planned convention events only), and registration for the Council Chairperson will be provided complimentary.
3. The expenses of travel, lodging, food, and registration for the annual USA/Canada Lions Leadership Forum are to be set in the annual budget to be approved by the Council of Governors.
4. The Council Chairperson will have expenses involving office supplies, postage, phone,

- etc., and, therefore, will receive a stipend of \$100 to help with these expenses.
5. The cost of travel, lodging, food, registration, and any other expense for all other Lion functions will be considered an out of pocket expense for the Council Chairperson.

### **VICE COUNCIL CHAIRPERSON**

The following will be used to select the Vice Council Chairperson. The incoming Governors will select from their group one Governor to serve as Vice-Chairperson. The Vice Council Chairperson shall be selected at the February Council Meeting.

Each candidate for Vice Council Chairperson will be afforded up to five minutes to make a presentation outlining his/her qualifications. At the conclusion of such presentations, secret ballots will be cast. If no candidate receives a majority of the votes, a second ballot will be cast. The candidate(s) receiving one or fewer votes shall be eliminated from the second round of competition. Each remaining candidate will be afforded 2 minutes to make a second presentation to the assembly.

At the conclusion of the second ballot, if no candidate received a majority of the votes, the candidate(s) receiving the least number of votes shall be considered eliminated from further consideration. Succeeding ballots shall be cast following the above procedure until one candidate receives a majority of the votes. That candidate shall then be declared as Vice Council Chairperson-Elect for the succeeding year.

The most recent available Past Council Chairperson, with the Lions of Michigan Executive Director serving as the impartial observer, will count votes. The Vice Council Chairperson-Elect will be announced at the Multiple District Convention.

### **DUTIES**

The Vice Council Chairperson will assume the duties of the Council Chairperson whenever he/she is absent. In the absence of the Council Chairperson and Vice-Chairperson, it is the prerogative of the Council of Governors to elect a Temporary Chairperson.

### **MICHIGAN COUNCIL of GOVERNORS SPECIAL PROJECT FUND**

The Michigan Council of Governors Special Project Fund is a restricted account, not to be used for any existing accounts, programs, bonuses, or expenses. Funding of this account may include Tail Twister fines collected from one (1) of five (5) of the Council of Governors meetings held per fiscal year. Any authorization of use will be by the active majority of the Council of Governor members' voting

### **COG OFFICES and COMMITTEES**

The MD11 C&BL provides that the DGE/1st VDGs will elect, a CC and other COG Officers, and Committees Chairs/Representatives.

Other than the offices of COG Secretary and COG Treasurer, the MD11 C&BL provides no guidance on the timing of selecting COG Officers and Committees.

In order to provide for a smooth transition between COGs, it is important that incoming 1st

VDGs/DGE discuss the positions/roles/responsibilities then make their selection for each position following the suggested guide.

#### COG Officers

- Council Chair – December
- Vice Council Chair – February
- Chaplain – February or May
- Parliamentarian – February or May
- Sergeant-At-Arms – February or May
- Tail Twister – February or May
- Song Leader February or May

#### MD Committees Chairs May

#### **COUNCIL CHAPLAIN**

The Council Chaplain shall be the spiritual guide and spiritual leader for the Council of Governors.

#### **COUNCIL PARLIAMENTARIAN**

The Council shall appoint a Council Parliamentarian. The Parliamentarian shall have a knowledge of, and experience with, the MD11 Constitution and By-Laws and Roberts Rules of Order. The Parliamentarian shall attend all Council meetings and shall advise the Council Chairperson on matters of procedure and constitutionality.

#### **COUNCIL SERGEANT-AT-ARMS**

The Sergeant-At-Arms shall be responsible for the maintenance of proper order and decorum at the State Convention and all its functions; business sessions; MD 11 meetings; banquets, etc., and shall perform such other duties as are incident to the office, or which are assigned to them by the Council of Governors.

#### **COUNCIL SONG LEADER**

The Song Leader shall be responsible for leading the assembly in such songs as are selected and for ensuring a harmonious atmosphere.

#### **COUNCIL TAIL TWISTER**

The Council Tail Twister shall have the same power and authority as any Lions Club Tail Twister.

#### **COUNCIL MEETINGS**

The five (5) official Council Meetings dates (subject to availability of meeting space) will be: The first weekend in August, the first weekend in October, the first weekend in December, the third weekend in February, and the Friday of the MD 11 Convention in May.

All committee recommendations and written reports to be considered at Council Meetings are to be channeled to the State Office and then forwarded on to the District Governors. They must be in the District Governors' possession at least one week before the start of the Council Meeting. Written reports shall not include private, restricted information, and project chairs and committees are asked to be cautious and prudent about providing personal information.

All motions made at Council Meetings will be recorded by the Executive Director. Nay votes and abstentions will be identified with the Governor's name or district. Recordings of Council Meeting proceedings shall be erased following approval of the minutes.

The written minutes will contain only information required by Robert's Rules of Order, i.e., motions, results of votes, and sufficient synopsis to clarify motions and/or Council actions.

Prior to publication and distribution, one copy of the minutes will be sent to each District Governor and First Vice-District Governor for approval. Suggested changes, additions, and deletions are to be transmitted directly to the Council Chair by the District Governors within ten (10) days of receipt.

First Vice District Governors and Second Vice District Governors are welcome to attend all Council meetings to observe the Governors in action, to obtain answers to questions pertinent to the position of District Governor, and to be involved in training. First Vice District Governors will be reimbursed up to \$75.00 for overnight lodging during three (3) leadership training sessions held during Council meetings in August, December, and February.

### **EXPENSE REIMBURSEMENTS TO DISTRICT GOVERNORS FOR COUNCIL MEETINGS**

Five (5) regular Council Meetings are held each year—the fifth meeting being held at the MD Convention.

Lions International will reimburse Governors for three (3) Council Meetings for meals (3 days), mileage, and room (2 nights), in accordance with the LCI General Expense Reimbursement Policy (see next section). The Lions of Michigan will reimburse them for expenses related to their attendance at the MD 11 Convention, as outlined below. The other meeting is at the personal expense of the District Governor (unless covered by the district budget).

It is customary for the Lions of Michigan to arrange for a group luncheon on Saturday at Council Meetings. The Governors (and any Vice Governors in attendance) will be charged for their meals. Spouse meals will also be billed if they join the Council for lunch.

For the Council Meeting held in conjunction with the MD 11 Convention, the Lions of Michigan will provide the following:

1. Tickets for all official convention meals for the Governor and spouse (this normally includes Friday dinner, Saturday lunch or brunch, and Saturday dinner).
2. Convention registrations for the Governor and spouse.
3. Reimbursement for round-trip mileage to the convention site in accordance with the LCI General Expense Reimbursement Policy.
4. Up to three (3) nights lodging will be reimbursed to the Governor in accordance with the LCI General Expense Reimbursement Policy for the days he/she is lodged.

### **INTERNATIONAL GENERAL REIMBURSEMENT POLICY**

**Transportation** - Automobile - Mileage allowance based on .50 per mile, per LCI General Expense Reimbursement Policy

**Hotel** - Reimbursement for a hotel during the stay is based on a reasonable, standard room,

single rate accommodation per LCI General Expense Reimbursement Policy.

**Meals** - Reimbursement will be made for the actual cost expended, up to a maximum of \$75 per meal per day, per LCI Expense General Reimbursement Policy.

### **GOVERNOR PATCHES**

One District Governor patch and one Partner patch (if applicable) will be provided to each Governor-Elect, and one VDG patch to each First and Second Vice Governor-Elect, with the cost to be paid by the Council and Committee Account. One name badge for each First and Second VDG and partner (if applicable) will also be provided, with the cost paid by the same account.

Patches may be worn by the newly elected Governors and Vice Governors beginning with the Multiple District Convention. Past District Governors are permitted to wear their blazers and patches identifying their year as Governor at their own discretion.

### **MERCHANDISE FROM THE STATE OFFICE**

Supplies ordered on account from the State Office (including, but not limited to, white cane materials, pins, and shirts) shall be ordered by the Club President or Secretary. Anyone else who charges an order must first obtain a letter of authorization signed by the Club President or Secretary. The billing will be sent to the home club, who will share responsibility for payment. Supplies ordered on account by the District Governor or the Cabinet Secretary and/or Treasurer will be billed to the District.

### **LEGAL CONSULTANT**

The Council of Governors may include a legal consultant as a non-voting and unpaid member of the Council. Approval for an individual to serve as a legal consultant shall require a two-thirds (2/3) vote of the entire Council of Governors. The legal consultant shall be required to have the following qualifications:

1. Is an attorney licensed to practice in the State of Michigan.
2. Be of high moral character.
3. Be knowledgeable about basic labor and business law and other areas of concern to the Council of Governors.
4. Be knowledgeable about the legal policies of the International Association of Lions Clubs.
5. Must be a Lions Club member, in good standing, of a club in Multiple District 11, and be willing to serve without compensation.
6. Have sufficient time, energy, and resources to be available to the Council of Governors as needed.
7. Have excellent verbal and written skills.

## **SECTION II MULTIPLE DISTRICT COMMITTEES**

### **REPORTING SCHEDULE**

The Reporting Schedule shall be submitted to all committee chairs so they can report to the Governors on committee activities. All committee recommendations and written reports to be considered at Council Meetings are to be channeled to the State Office and then forwarded on to the District Governors. They must be in the District Governors' possession at least one week prior to the start of the Council Meeting. Written reports shall not include private, restricted information, and project chairs and committees are asked to be cautious and prudent about

providing personal information.

***Period to be Covered:***

July through August  
September through October  
November through January  
February through mid-April

***In mail to State Office by:***

2 weeks prior to October Council Meeting  
2 weeks prior to December Council Meeting  
2 weeks prior to February Council Meeting  
2 weeks prior to MD 11 Convention

RE:

Michigan All State Band Committee  
Constitution & By-Laws/Rules Committee  
Eversight Michigan Committee  
New Voices Committee  
GMT Committee  
State Treasurer  
Information Technology Committee  
International Convention Committee  
Leader Dog Committee  
Liaison Committee  
MD 11 Convention Committee  
Reading Action Program  
Strategic Planning Committee  
Youth Exchange Committee  
USA/Canada Forum Ad-Hoc Committee

Bear Lake Camp Committee  
District Editors Advisory Committee  
Childhood Cancer Committee  
GLT Committee  
GST Committee  
Hearing Committee  
Diabetes Committee  
LCIF Committee  
Leo Committee  
Lions Quest Committee  
Public Relations/Social Media Committee  
Sight Conservation Committee  
White Cane Committee  
Legislative Ad-Hoc Committee

**APPOINTMENT AND NOTIFICATION OF COMMITTEE CHAIRS**

In order to provide for a smooth transition between COGs, it is important that incoming DGEs make their selection for each position prior to July 1.

The incoming Council shall annually designate a member of each committee to serve as chairperson. To facilitate communications, the chairperson of a MD 11 committee must have access to the internet.

Upon completion of the meeting at which the incoming Council appoints Committee Chairs at the beginning of the Lion year, it is the responsibility of the DGE / District Governor in the district from which the Chair was selected to advise him/her of his/her appointment as Chair. This will allow the newly appointed chair to work with the current State Chair prior to the July 1, the official starting day of the appointment.

**COMMITTEE VICE CHAIRPERSONS**

A Vice-Chairperson of each committee shall be authorized to assist the chairperson and to provide continuity and a smooth flow of committee operations should the chairperson be unable to conduct meetings as a result of illness, injury, replacement, resignation, or become deceased. This position will offer said individual an opportunity to learn how the committee operates, its obligations, and its authority. A Vice-Chairperson may be chosen by the committee chairperson and said appointment be confirmed by the Council of Governors. The appointment of a Vice-Chairperson is in no way a guarantee that said individual will be appointed chairperson of the committee should there become a vacancy in the position of chairperson.

## **TERM LIMITS ON COMMITTEE CHAIRS**

Each committee has a responsibility to educate and train its members for future leadership. Committee members are encouraged to actively participate in discussions, decisions, and activities in an effort to prepare themselves to assume the role of Committee Chair. No MD 11 or State Committee Chair shall serve for more than four consecutive years (two consecutive terms for GMT/GLT/GST Chairs) in order to (a) promote continuous leadership development, (b) encourage the exchange and flow of information among committee members, (c) foster new/different ideas, and (d) prevent burnout. However, the Council may approve exceptions in order to retain well-qualified committee chairs.

## **COMMITTEE MEETINGS**

No mileage will be paid for attendance at committee meetings. The Lions of Michigan will not pay for meals at committee meetings. The Lions of Michigan will not pay for alcoholic beverages.

Committee Chairs shall submit a Meeting Summary Report to the State Office within five days of a committee meeting. Written minutes of all committee meetings must be sent to the State Office within 15 days and shall include information on attendance by committee members and/or substitutes.

## **EXPENSE REIMBURSEMENTS**

Bills must be sent to the State Office within 30 days. Any bills not sent to the State Office after 60 days must be presented to the Council of Governors by the Committee Chair for payment. (Receipts required.) Bills submitted 60 days after the close of the fiscal year will not be considered.

## **COMMITTEE EVALUATION REPORTS**

Committee evaluation reports shall be completed and returned to the State Office by committee chairs by February 15<sup>th</sup> each year. Evaluation results will be provided to the DGEs for use at their May planning session.

## **VICE DISTRICT GOVERNOR TRAINING**

A current electronic copy of the VDG training curriculum shall be maintained in the State Office. Updated copies shall be provided by the MD GLT Chairperson as the curriculum is further developed and refined.

## **REQUESTS FOR BIDS**

To assure that competitive prices are paid for goods or services, written bids are requested on all purchases and contracts over \$5,000. For items or services valued at \$5,000+, a minimum of three written bids shall be obtained by the respective committee chairperson and/or the Executive Director and submitted to the State Treasurer. Every effort shall be made to accept the lowest bid received, all factors being equal. This policy shall apply to all project and committee accounts administered by the Lions of Michigan.

## **UNBUDGETED EXPENDITURES**

The Council of Governors must approve all unbudgeted expenses.

## **SPECIAL DESIGNATED DAYS**

No Multiple District Committee shall designate a special day, week, or month honoring their respective project without prior approval of the Council of Governors.

## **OFFICIAL MULTIPLE DISTRICT 11 PROJECTS**

The five (5) officially sanctioned projects of the Lions of Multiple District 11 are Eversight Michigan, Bear Lake Camp, Leader Dogs for the Blind, Lions of Michigan Service Foundation, and Michigan All-State Band. Directives to the committees dealing with these projects are as follows:

***Eversight Michigan Committee*** - Promote Eversight Michigan and its objectives. Encourage all Lions Clubs to support this outstanding state project of sight restoration. Provide programs for Lions Clubs using the videotapes/CDs and other materials provided by Eversight.

***Leader Dog Committee*** - Encourage support of Leader Dog School. Organize district trips to Leader Dog School to enable more Lions to become exposed to this outstanding project.

***Bear Lake Camp Committee*** – Encourage support of Bear Lake Camp. Supply programs for Lions Clubs. Encourage Lions to visit the camp.

***Lions of Michigan Service Foundation*** – MD 11 has no appointed “project committee” for the Foundation. The LMSF Board of Trustees consists of two elected representatives (who are Lions) from each district that is responsible for promoting and encouraging support of this project.

***Lions of Michigan All-State Band*** - Promote LMASB and its objectives. Encourage Lions Clubs to support this outstanding state project of your youth-member band, which also serves as a Leo Club in District 11-C2.

Provide programs for Lions Clubs using videotapes/CDs and other materials provided by LMASB to assist in the promotion of the band.

## **POSITION STATEMENT ON MULTIPLE DISTRICT 11 PROJECTS**

This is a clarification of the obligations of the Lions State Office toward Eversight, Michigan, Leader Dogs for the Blind, Bear Lake Camp, the Lions of Michigan Service Foundation Lions of Michigan, and All-State Band. Directives to the committees dealing with these projects are as follows:

Each of these projects is autonomous and not under the direct control of the Lions of Michigan. Each has a separate Board, made up of Lions and non-Lions alike. They have their own administrative offices and staff. All have Administrative Directors with the exception of LMASB, which utilizes the Lions of Michigan Executive Director to handle contributions, trip fees, account payable/receivable, mailings, etc.

Each year, the District Governors appoint Lions whose assignment it is to promote these projects through videotapes/CDs and club visitations. They also encourage contributions. In the same manner, the district officers also encourage support for these projects.

It is not the obligation of the Lions State Office to use administrative funds to provide mailings, equipment, materials, or staff for the promotion of the five MD 11 projects. The administrative branch of each of these five projects has a budget in excess of the State Office. It is their responsibility to cover expenses incurred in the promotion of their project.

The adoption of a project by the Lions of Michigan does not imply that they assume responsibility for administrative operations. It merely assures the Lions of Michigan that by making contributions to these projects, their monies are being contributed to a fiscally responsible project. It is the responsibility of the Council of Governors to make sure that their financial reports are reviewed each year by the financial agent of the Lions of Michigan, namely the State Treasurer, to assure the membership that they maintain the highest financial ethics and meet accounting standards.

## **COMMITTEE DIRECTIVES**

**Committee chairs serve at the pleasure of the current Council of Governors. The Council of Governors can replace chairpersons who, in their opinion, are not serving the multiple district. The terms are a suggested period of service.**

*Childhood Cancer Committee* - This committee is comprised of Lions throughout the state, and their main mission is to work in partnership with medical providers to come to the aid of children and families of children who are suffering from cancer. The scope of such aid shall be determined by the committee. The chair of the committee is appointed by the Council of Governors to a 2-year term.

The Childhood Cancer Committee, through its Chair, shall:

1. Be responsible to the Council of Governors
2. Prepare and submit an annual program to the Council for approval.
3. Keep the Council informed of its activities through minutes of its meetings, as well as other written communications, and shall, upon request of the Council, report verbally.
4. Submit an annual written report at the end of the fiscal year, which shall include a financial report and resume of performance.

*Constitution & By-Laws/Rules Committee* - Place in the proper form any proposed constitutional amendment that has been presented by a Lions Club at least five months prior to the convening of the Multiple District Convention. The committee chair shall contact the club and secure its consent to any rewording made necessary due to lack of proper form in the original presentation. Proposed amendments will be published in the "Lion Pride Magazine. The Council of Governors shall be informed immediately when a Lions Club has proposed an amendment.

The chair will receive copies of the Rules that were adopted at the previous Multiple District 11 Convention. If the committee proposes any changes in the Rules, they must be submitted to the Council of Governors for approval at the March Council Meeting.

*Council of Governors Advisory Committee* - This is an advisory committee made up of the five Immediate Past Council Chairs, whose duty it is to study matters that may be brought to them by the Council of Governors. As the Immediate Past Council Chair is added to this committee, the last of the preceding five Council Chairs are dropped. The most recent Past Council Chair serves as committee chair.

**Diabetes Committee** - This committee is comprised of Lions throughout the state, and their main mission is to work in partnership with medical providers to fight the current epidemic of diabetes. The chair of the committee is appointed by the Council of Governors to a two- year term.

The Diabetes Committee, through its Chair, shall:

1. Be responsible to the Council of Governors
2. Prepare and submit an annual program to the Council for approval.
3. Keep the Council informed of its activities through minutes of its meetings, as well as other written communications, and shall, upon request of the Council, report verbally.
4. Submit an annual written report at the end of the fiscal year, which shall include a financial report and resume of performance.

Promote diabetes education and awareness for Lions Club members and the general public. Encourage club programs on diabetes. Videos, speakers, and literature are available through the American Diabetes Association. Videotapes are also available through the Public Relations Division of Lions International. Support diabetic screenings. (Remember, however, that medical professionals must do the actual testing.) Promote "Diabetes Awareness Month" during November.

**District Editors Advisory Committee**- This committee will be made up of the ten District editors in MD 11. The chair will be appointed by the Council of Governors. Working with the *Lion Pride* Editor, District Editors will promote the *Lion Pride* in their districts. They will encourage the flow of information from the District and club levels to the magazine through the District Editors. The *Lion Pride Editor* will have an editorial license to edit and choose what materials will be used for publication.

District Editors will work together, sharing ideas and information to strengthen the quality of our District newsletters.

The committee will act in an advisory capacity to the *Lion Pride* magazine Editor concerning content, layout, and format. The committee will assist every three years in obtaining bids for the production of the publication. They will help in reviewing all aspects of production, including the budget.

**GLT Committee** - Organize and coordinate training sessions to develop leadership within clubs and the districts. Encourage use of LCI leadership programs, tools, and resources. Organize Certified Guiding Lion training and Club Excellence Process workshops. Identify and encourage potential leaders to run for club and district offices.

**GMT Committee** - Encourage development of new Lions Clubs. When a new club is formed, make sure they have a Guiding Lion and that the sponsoring club is aware of its duties and responsibilities. Work diligently for a successful charter night. Attend Zone and Cabinet Meetings to encourage Lions to support the organization of new clubs.

Motivate clubs and district officers to promote membership growth. The success of any club or district is dependent upon continually obtaining and retaining good members to carry on the principles of Lionism. Encourage clubs to select qualified individuals as new members. Provide a membership stabilization program to develop current members into *active* members.

Committee members should know the clubs in their district, their problems, their weak points, and their potentials. Ask cabinet officers to assist with weak clubs.

Develop a membership plan for clubs in the district. Work with Region and Zone Chairs to carry out these programs. Conduct motivational meetings on membership for Club Membership Chairs. Establish realistic and attainable membership goals for the year.

Develop an orientation program for clubs to aid in the education and retention of club members.

***GST Committee*** - The Global Service Framework focuses the efforts of Lions and Leos on five service areas: Diabetes, Environment, Hunger Relief, Childhood Cancer, and Vision. The Global Service Framework complements all of the great ways clubs serve locally and gives Lions and Leos new opportunities to help meet the growing challenges facing humanity.

***Hearing Committee*** - Present programs at the club and district levels. Develop receptacles in communities for collecting used hearing aids. Develop a program of recycling and re-distribution of these hearing aids. Become actively involved in the medical, social, and legal needs of the deaf. Provide audio-visual aids, such as videotapes, films, and amplifying equipment, to help people in schools.

***Information Technology Committee*** - The Information Technology Committee of MD 11 should actively support the Lions Clubs International technology and media improvement activities that they believe affect the Lions of Multiple District 11. This includes educating Lions, implementing and monitoring the use of technology and media applications in MD11, its sub-Districts, and Clubs. It should monitor existing technologies and services used in MD 11, its sub-Districts and Clubs, and be able to suggest improvements and/or alternatives to the Lions of MD 11. It will take an active role in improving the technology and media applications used by Lions to provide Lion services throughout MD 11.

***International Convention Committee*** - This committee is primarily concerned with the activities, comfort, and well-being of the Lions of Michigan who are in attendance at the International Convention.

The Convention Chair shall present an annual budget to the Council of Governors for approval. A line item shall be included for a donation to LCIF in honor of the District Governors-Elect (in lieu of a gift).

Plan a Michigan Night event for the Michigan Lions who attend the International Convention. Assist the Liaison Committee with arrangements for a Caucus (if held). Develop a Michigan Lions Hospitality Room. Organize the Michigan Lions parade delegation at the International Convention. Provide, where deemed necessary by the Council of Governors, transportation during the convention.

Make trading pins, shirts, and other paraphernalia available to the Michigan delegation. These items are to be selected by the Council of Governors.

Suggestions for parade dress shall be prepared by the committee and presented to the council, allowing sufficient time for participants to purchase the necessary items before the International Convention. Both the District Governors and the Governors-Elect will select parade attire for

themselves and their spouses suitable to the climate and/or weather and is consistent within each group.

Each year the Convention Chair shall gather information online or via e-mail or telephone about the convention city, hotel, parade, local attractions, etc. He/she is responsible for timely filing of the parade application form for the Michigan delegation and for obtaining parade ribbons from the Parade Office during the convention. He/she shall file a Delegation Events Form with LCI to request meeting space for a hospitality room, caucus, or other Michigan Lions event to be held at the convention.

Submit articles to the “Lion Pride Magazine” encouraging Lions, who attend the International Convention to check with their insurance providers to assure that their policies cover emergencies in the area where the convention is being held (i.e., hospitalization, automobile accidents).

Within 45 days of the convening of the International Convention, the committee shall meet to finalize plans and make last-minute preparations.

This committee functions primarily at the convention site. In order for the committee to operate effectively and to the benefit of the Lions of Michigan who attend the convention, committee members who do not attend the International Convention should consult with their District Governor prior to the final committee meeting so he/she can arrange a suitable substitute. Said substitute shall then attend the final committee meeting to obtain instructions and convention assignments.

The International Convention financial report, as required by the State Treasurer, shall be as follows:

1. All receipts (before, during, and after the convention) are to be deposited in gross with the State Office immediately (accompanied by supporting documentation).
2. Convention Chair is allowed a \$500 working fund for cash expenses (taxis, tips, hospitality room supplies, etc.), to be fully reconciled with the State Treasurer immediately after the convention (with supporting documentation). All disbursements other than those from the \$500 working fund are to be made by the State Treasurer or Executive Director (including auditable support).
3. All materials owned by the Lions of Michigan are to be returned to the Lions State Office within 30 days after the close of the International Convention by the Convention Chair.

The following expenses will be reimbursed for attendance at the International Convention:

*Committee Chair* will be reimbursed for the following expenses (to be included in the annual budget). Receipts must be submitted for all expenses.

- (1) *Travel costs*—Airfare for Chair (not spouse) at same allowance paid by Lions International to the Governor-Elect from his resident district (plus round trip mileage from home to nearest airport at current Lions International General Reimbursement Policy rate; or if driving, allowance shall be a maximum of one jet economy airfare or the actual amount spent, calculated by the General Reimbursement Policy mileage

allowance, by the most direct route, plus hotel and meals round trip, whichever is less, with original documentation submitted to support costs expended).

The rental of a vehicle at the convention site will be authorized only if needed, and it shall be the most economical vehicle available. Careful consideration should be given to using public transportation and convention shuttle buses.

- (2) *The registration fee* for Chair only (not spouse).
- (3) *Housing* in the Michigan headquarters hotel (double room, no suite), not to exceed six nights.
- (4) *Meals* for Chair only to be reimbursed for up to six days at the same daily rate paid to DGEs by LCI, single person reimbursement rate, up to \$400.00 based on receipts.

No reimbursement will be made to the International Convention Committee Chair for any of the above expenses that are paid by another source (i.e., Lions International, Lions of Michigan, their sub-district, or their Lions Club). All cases will be handled on an individual basis.

**\*Committee Members who attend and work at the International Convention will be reimbursed for their registration fee at the early rate (to be included in the annual budget).**

Incoming Governors, outgoing Governors, Council Chair, State Treasurer, Executive Director, and the International Convention Chair shall annually receive 25 complimentary trading pins, but only if they attend the International Convention. When pins are distributed at no charge to the District Governors or committees, the bill for these pins will be given to the State Treasurer, and the Pin Account will be reimbursed from the appropriate internal account.

The Lions of Michigan official uniform consists of the following:

*Dress Uniform* – Based on the current Council’s decision.

***LCIF Committee*** – The Multiple District Coordinator, appointed by LCIF, is to provide training for the District Coordinators, help them establish goals, and check-in with them regularly. The MD Coordinator is to attend at least one COG meeting, and the District Coordinators are to attend at least one district cabinet meeting. All are expected to plan and present at respective conventions, both district and MD. Increasing the number of LCIF Coordinators at the club level is an important goal. They are the ambassadors for LCIF and should share LCIF success stories in their quest to increase donor participation.

***Legislative Ad-Hoc Committee*** - When a situation arises that will affect our organization this committee will advocate on the behalf of our Multiple District, but only in a nonpartisan manner. The committee will meet at will and as needed. The committee will also help assist in organizing a meet and greets and things of that nature with our elected representatives. If a consultant is obtained, the committee will work closely with the representative of the consultant firm. This committee will only research and make recommendations to the council of governors for approval. Members of this committee should possess a good understanding of how the governmental body works.

***Leo Committee*** – Become familiar with procedures for sponsoring a Leo Club. Promote and publicize the Leo program. Know what Leo program resources are available from LCI. To provide information about Leos to clubs that request it. Maintain communications with advisors of existing Leo Clubs. Assist in the development of a multiple district Leo Conference.

***Liaison Committee*** - The committee fosters and promotes candidates from Michigan to the international level and maintains communications at the international level. They shall keep the Governors and Michigan Lions informed of candidate activities. (Also refer to the MD 11 Constitution and By-Laws.)

The current or most recent International Director from Michigan shall serve as Liaison Committee Chair. This individual shall appoint a Vice-Chair to preside at meetings in his/her absence.

The Liaison Committee shall develop and maintain a liaison between current and past International Family members who are actively involved with the International Convention and our delegates at the convention.

The Liaison Committee shall recommend the most opportune time for a prospective candidate to run for International Office, so the candidate has the best possible chance of being elected.

The Liaison Committee shall meet to develop a detailed budget. When applicable, it shall include campaign funds for an endorsed candidate running for International Office. After this meeting, the Liaison Chair shall meet with the Council of Governors to review the budget and discuss any proposed changes. The revised budget will then be voted on by the Council of Governors.

A Lion who is a member of this committee shall be replaced by his District Governor when he/she announces his/her intention to seek endorsement for the office of International Director or International Vice President. When there is more than one Lion from Multiple District 11 seeking endorsement for International Director or International Vice President, all candidates shall step down as chairperson or member of any multiple district committees.

No Lion who serves on the Liaison Committee shall be Campaign Manager for any announced candidate for International Director or International Vice President.

Members of the Liaison Committee shall remain neutral during a contested campaign for endorsement.

Whenever they are performing their duties as a Council, the District Governors and Vice District Governors shall remain neutral during an endorsement campaign.

Reimbursement to an endorsed candidate for the costs of district functions will be limited to functions where a current or past International Director is present. The cost of such functions shall be included in the budget. All other non-qualifying functions shall be at the expense of the host club or host district.

The Liaison Committee Chair shall attend the USA/Canada Forum at committee expense. Reimbursement shall cover lodging (not to exceed three nights), meals and registration (as included in the Forum "package"), and transportation (maximum of one jet economy airfare, or the actual amount spent; or mileage calculated by the General Reimbursement Policy mileage

allowance by the most direct route, plus hotel and meals round trip--whichever is less, with original documentation submitted to support the costs expended.) No reimbursement will be made for expenses covered by other sources.

The Liaison Committee Chair shall attend the International Convention. Expenses will be reimbursed for registration, transportation, meals, and lodging. No expenses are paid for a spouse. Travel reimbursement for airfare shall be the same allowance paid by Lions International to the Governor-Elect from his resident district (plus round trip mileage from home to nearest airport at current LCI General Expense Reimbursement Policy rate); or if driving, the allowance shall be a maximum of one jet economy airfare or the actual amount spent, calculated by the LCI General Expense Reimbursement Policy mileage allowance, by the most direct route, plus hotel and meals round trip, whichever is less, with original documentation submitted to support costs expended. Hotel and meal expenses will be reimbursed; however, the number of days depends on whether the Lions of Michigan have an endorsed candidate for International Director or Vice President. Housing (double beds; no suite) shall not exceed seven nights when there is a candidate, and six nights when there is no candidate. Meals will be reimbursed at the same per diem paid by Lions International to the Governors-Elect, not to exceed seven days when there is a candidate, and six days when there is no candidate. Receipts must be submitted for all expenses except meals. No reimbursement shall be made for expenses covered by other sources.

Any current or past International Director residing in Michigan who attends the annual Lions International Convention will receive an allocation of 25 current-year pins and up to 25 outdated pins if available.

The Liaison Chair shall secure International speakers for the various District and Multiple District Conventions (if requested to do so) and anniversaries for which these speakers are eligible.

**Endorsed Candidates for International Director/International Vice President:**

Endorsed candidates will incur their own expenses for all aspects of participating in Lions International Conventions with the understanding if he/she is seated on the International Board at said convention, the newly seated International Director or Vice President may submit evidence of expenses for reimbursement in accordance with the items outlined in the Policy Manual.

If a candidate is asked to step down for a year and return the next year, the only reimbursed expenses will be his/her campaign posters and brochures.

If a candidate is not successful in his/her bid during the term of his/her endorsement, no monies will be reimbursed with the exception of the brochures and campaign posters

A candidate's budget for campaign expenses shall include costs for stationery, printing, postage, campaign souvenirs, telephone calls, meals, lodging, and transportation. If a candidate is not successful in his/her bid during the term of his/her endorsement, no monies will be reimbursed with the exception of the brochures and campaign posters.

Transportation to and from the International Convention will be budgeted for the candidate, the candidate's spouse or companion, and the candidate's Campaign Manager. Reimbursement will be in accordance with the following guidelines:

**1. Travel Costs**

- a. Air - At the same allowance paid by Lions International to the Governor-Elect

- from their resident district (plus round-trip mileage from home to the nearest airport at current Lions International General Reimbursement Policy mileage rate).
- b. Driving - Allowance shall be a maximum of jet economy airfare or the actual amount spent (calculated by the General Reimbursement Policy mileage allowance [by the most direct route], plus hotel and meals round trip) whichever is less; with original documentation submitted to support costs expended.
2. **Registration Fee**
    - a. Candidate
  3. **Housing**
    - a. In the Michigan Lions headquarters hotel (double beds; no suite)
    - b. Not to exceed seven (7) nights
  4. **Meals**
    - a. Candidate – up to eight days at the same daily rate paid to DGEs by LCI.
    - b. Campaign Chair – up to eight days at the same daily rate paid to DGEs by LCI

The candidate and spouse/companion shall not use complimentary flights because Lions International will reimburse an elected candidate and spouse/companion for their return trip from the convention. In response to the current practice of Lions Clubs International, individual states are no longer encouraged to hold their own Caucus, and all candidates, domestic and offshore, are invited to participate in one Caucus sponsored by LCI. If and when LCI's practices change and it may become necessary for Michigan to host a caucus, new language and procedures will be developed and presented to the Council of Governors for approval.

Each year, the Liaison Committee Chair shall personally, or by committee, update the mailing list for complimentary copies of the "Lion Pride Magazine."

Friendship banners (or other selected giveaway items) for a seated International Director will be paid from the Liaison Committee budget.

***Lions Quest Committee*** - Encourage clubs to participate in the following youth-related activities: Drug abuse prevention programs (Lions-Quest, DARE), community services (Scouting, Leo Clubs, student volunteer programs, safety programs); educational services (scholarships, career counseling and mentoring); environmental services (projects to reduce air, land, noise and water pollution); health services (immunization projects and AIDS education); international services (pen pals, youth camps, Peace Poster Contest); and recreational services (athletic competitions, Special Olympics, and providing athletic equipment).

***Multiple District Convention Committee*** - This committee is primarily concerned with activities relating to the annual MD 11 Convention. They assist in the planning of the convention and carry out work assignments during the convention. They also solicit bids for future convention sites. After review and evaluation of all bids, they present their recommendations to the Council of Governors no later than the March Council Meeting.

The committee holds meetings to develop a convention itinerary, arrange speakers and entertainment, select menus, and draft a budget. Working with the State Office, they develop appropriate information for distribution through mailings and the Lion Pride Magazine, including publicity, information about local attractions, and forms for housing, registration, tickets, and other convention activities. They assist with the preparation of convention packets and are responsible for the Registration Desk at the convention site. They collect tickets during meal functions. They obtain amenities (i.e., fruit, flowers, beverages) for placement in the room of the

International guest and flowers for head tables. They ensure that plaques and awards are near the podium during events where they will be presented. They assist with reserved seating and placement of head table place cards. They distribute the Memorial List during the convention.

The MD 11 Convention Committee is responsible for the golf outing at the Multiple District 11 Convention if one is held. They may designate a Lions Club to host the event.

The committee recruits personnel, as deemed necessary, to serve on the Elections, Credentials, Nominations, and Sergeant At Arms Committees. These individuals ensure that voting takes place efficiently and properly. Space shall be provided to them to meet and count ballots.

Duties of these groups include:

*Credentials Committee* - Assure that all clubs that vote at the Multiple District Convention are in good standing. This information is available through the State Office prior to the Convention. Information can also be obtained from the District Governor. The Chairperson reports at the Business Session on the number of Lions, guests, delegates, and clubs registered for the MD 11 Convention. This information is obtained at the Registration Desk. District Governors and Governors-Elect (if duly elected by that time) are authorized to certify delegates at the Multiple District Convention.

*Elections Committee* – The Elections Committee establishes elections procedures to be followed at the Multiple District 11 Convention.

*Sergeant-At-Arms Committee* – These individuals are authorized and instructed to enforce the Rules adopted by the delegates at the MD 11 Convention. Maintain order. Assist the Chair at Business Sessions by distributing printed materials to the delegates assembled. Enforce reserved seating at convention events.

The Convention Chair and the Executive Director shall conduct an inspection trip during the first quarter of the fiscal year, with additional meetings to be held as needed to conduct convention business with hotel staff. They shall obtain menus and inspect meeting facilities for convention events (meals, business sessions, forums, training sessions, committee meetings, etc.) They shall determine that AV needs can be met. They shall also arrange space, if appropriate, for exhibit tables and a performance by the All-State Band. Expenses will be reimbursed for reasonable meals and lodging (receipts required).

The Convention Chair is expected to attend the annual MD 11 Convention, Thursday evening through Sunday morning. He/she will be reimbursed for following expenses: Registration fee for Chair; lodging in the designated convention hotel; and convention meals for Chair, based on LCI General Expense Reimbursement Policy.

*New Voices Committee* - Oversee the recruitment of women and family members throughout the two- year term. Establish goals, including specific timelines, for the recruitment of women and family members, and develop action plans to attain those goals. A copy of these goals should be sent to the GMT district coordinator and district governors. Take direction and guidance from the GMT district coordinator, district governors, and LCI. Assist clubs with establishing their goals to invite families and women to become new members. Develop new service projects geared to interest women and family members based on the needs of the communities served. Plan and conduct a symposium or family involvement event(s) to address the needs of the communities served. Communicate regularly with clubs and the GMT District and DG Teams. Serve as a

resource for all Lions in the district who are actively involved in recruitment and extension. Know the available resources to assist Lions and recommend as appropriate. Work with the GLT Team to promote leadership training programs available to Lions in the district. Write one or more articles on the recruitment of women for the district, multiple district, and international publications. Attend training sessions at the multiple district level.

**Public Relations/Social Media Committee** - Project a favorable image of Lionism outside the organization. Almost everything a Lions Club does affects its own and the Association's public relations—the type of member accepted and the officers elected, the types of programs presented, the types of projects and activities undertaken, and the success or lack of success of those projects.

The Public Relations Chair may arrange basic training in publicity for all District Public Relations Chairs. This may be accomplished through meetings and workshops with key people from television, radio, and newspapers to make up a panel.

**Reading Action Program** –This committee will assist in implementing reading and education projects and help increase literacy rates. Bring awareness to Lions Clubs of program suggestions, such as Help with an after school reading program; Read to children at local libraries or schools; Work with local literacy experts and agencies to promote reading; Read or record books on tape for the blind and visually impaired; Provide Internet connection for a school or library.

**Sight Conservation** - Be familiar with the District Sight Conservation Chair's Guide. Develop training and educational programs suitable for clubs. Make Lions Clubs aware of services that are available to the blind and visually impaired--mobility training, rehabilitation, social and recreational services. Support legislation protecting the blind and partially sighted.

Stimulate club activities that promote sight conservation--glaucoma screening, collection of used eyeglasses, and dissemination of large-print books to the visually impaired. Work with professionals and organizations to develop such programs. Work closely with the Health Department and the Social Services Department of the State of Michigan for eye examinations and eyeglasses for the needy. Promote eye-screening programs.

**White Cane Committee** - Promote White Cane Week. Supply information on the White Cane Law through printed matter, radio, television, and newspapers whenever possible. Maintain a supply of White Cane materials for distribution. Re-evaluate the materials and update them when necessary.

Each year develop a White Cane-related presentation for the Michigan Forum. Offer materials for sale to clubs and assist clubs in the planning of an effective White Cane promotion.

**Youth Exchange Committee** – Organize, implement, and supervise a Youth Exchange program within Michigan. All policies, agreements, and fiscal arrangements are under the jurisdiction of the Council of Governors. The Lions of Michigan will not be responsible for exchanges that exceed eight (8) weeks in duration.

The committee shall select a Vice-Chair, considering maintaining continuity from year to year.

The Youth Exchange Committee, through its Chair, shall:

1. Be responsible to the Council of Governors

2. Prepare and submit an annual program to the Council for approval.
3. Prepare and submit an annual budget to the Council for approval. The budget will show a line item listing of revenues and expenditures and an identification of each expenditure.
4. Keep the Council informed of its activities through minutes of its meetings, as well as other written communications, and shall, upon request of the Council, report verbally.
5. Submit an annual written report at the end of the fiscal year, which shall include a financial report and resume of performance.
6. Require that all exchange youths and hosts complete an evaluation form (prepared and provided by the committee) at the conclusion of the exchange. The Council shall be allowed to review the form when completed by the parties of the exchange.

The Youth Exchange Program shall be self-funding, and all monies generated within the program shall be prudently spent and accurately accounted for. Under no circumstances shall a committee member be reimbursed for expenses incurred while serving the Youth Exchange Program, except those line-item expenses shown in the annual budget (which may include the chairman's telephone, postage, etc.).

If it is necessary for a Youth Exchange Committee member to travel for the sole purpose of chaperoning youth to or from their destination, coordinating the Youth Exchange Program between countries, or resolving a placement problem, approval for said travel must be obtained from the Council. A record of any travel of this nature will be kept expenses incurred, country visited, the purpose of the travel, persons contacted, and results achieved. This information shall be included in the year-end report to the Council.

Every youth participating in the Youth Exchange program falls under the responsibility of the Youth Exchange Committee of the Lions of Michigan. All applications for the Youth Exchange program—for youth or for host families—must be filed in such a manner that all deposits are sent directly to the State Office so records of all payments can be kept.

The committee shall provide the State Office with a list of the names, addresses, and phone numbers of families in Michigan who will host youth during the designated period of the program. They shall also provide this type of information on families who will host our youth when they travel abroad. Host families for each youth must be designated for the full period.

Under no circumstances should the Youth Exchange Committee accept youth from abroad into Michigan unless they have been assigned to a host family for their entire visit.

Parents are to know exactly where their child will be residing during their stay—not just their general location. This information is necessary for the youngster's safety should an emergency arise.

The travel agency selected by the Youth Exchange Committee shall have e-mail and/or a toll-free telephone number. This will enable parents, committeemen, and the State Office to communicate with them freely relating to travel arrangements.

Travel arrangements for the Youth Exchange program shall be made through the designated travel agency, and copies of all flight schedules, etc., shall be sent to the State Office.

***Strategic Planning Committee*** - Determine, by thorough and systematic studies, the long-range issues affecting the operations of the Lions of Michigan. Make recommendations to the Council of Governors to meet the same. Identify problems, solutions, and goals. Based on studies and experience, determine substantive long-range problems, needs, and desires of the Lions of Michigan, its clubs and districts.

The Council of Governors, in conjunction with the Governor of Single District 10, shall appoint a Strategic Planning Committee composed of the Chairperson of the Council of Governors, the Immediate Past Chairperson of the Council of Governors, the Multiple District Constitution and By-Laws Committee Chairperson, the Chairperson of the Multiple District Public Relations Committee, and a representative of Single District 10, plus a representative appointed by the District Governor from each district not represented in the aforementioned list. A District Governor may appoint a 1<sup>st</sup> Vice District Governor for a one-year term or a 2<sup>nd</sup> Vice District Governor for a two-year term if his/her district is not represented in the aforementioned list.

### **SECTION III**

#### **EXECUTIVE DIRECTOR**

##### **EXECUTIVE DIRECTOR JOB DESCRIPTION**

###### ***Preface***

The position of Executive Director of the Lions of Michigan is considered to be on a par with any executive who would serve the Board of any association. The duties and responsibilities require full use of his/her talents, loyalty, and total dedication to the work under his/her jurisdiction. The Lions of Michigan is responsible for offering adequate compensation, as well as other benefits that are afforded by a corporate executive.

Job description follows. The Executive Director shall become familiar with the job description and perform such duties as are listed and other related duties and responsibilities.

###### ***Introduction***

The Multiple District 11 Office serves as headquarters for the districts of Lions Clubs International in Michigan. The incumbent of the position herein described is also known as the MD 11 Secretary, State Secretary or Executive Secretary.

###### ***Duties***

A. The Executive Director is an employee of Multiple District 11. He/she manages the District Office as the headquarters and focal point for MD 11 and shall perform the duties of MD 11 Secretary as provided in the Constitution and By-Laws of Multiple District 11.

B. It is his/her duty to see that incoming District Governors are oriented on the affairs of MD 11. Said orientation shall include, among others, the following:

1. Review with the Council how regular and special meetings are determined.
2. General discussion of International Convention as it pertains to Governors-Elect, including the District Governors-Elect Seminar.

C. The Executive Director arranges for the regular and special meetings of the Council of Governors, including the agenda and minutes, in coordination with the Council Chairman.

- D. Under the direction of the State Treasurer, the Executive Director shall collect the Multiple District 11 per capita tax, as outlined in the Constitution and By-Laws.
- E. Under the direction of the State Treasurer, the Executive Director shall see that proper books of accounts are maintained, and financial statements prepared for Council Meetings. Also, the preparation and timely submission of the required payroll and sales/use tax returns.
- F. The Executive Director shall be responsible for general mailings for MD 11 committees and act as the central point of coordination for MD 11 projects and programs.
- G. The Executive Director shall serve as an ex-officio member of all MD 11 Committees that expend funds.
- H. The Executive Director shall assist the Council of Governors in analyzing bids for the annual MD 11 Convention, and also be the coordinator of the Multiple District 11 Convention for and on behalf of the Council of Governors.
- I. The Executive Director shall supervise the operation of the Multiple District 11 Office, including personnel, facilities, and materials, and shall be responsible for selecting employees.
- J. The Executive Director shall arrange for the publishing of the annual *Who's Who in Michigan Lions*.
- K. The Executive Director shall arrange for backup of computer files and offsite storage of the same. He/she shall provide emergency contact information to obtain the backup files.

***Responsibilities***

- A. The Executive Director shall be responsible for duties outlined in this Manual and shall report directly to the Council of Governors.
- B. In all deliberations and matters pertaining to MD 11, the Executive Director/MD 11 Executive Secretary is governed by the Constitution and By-Laws of Lions International and Multiple District 11, respectively.

***Evaluation***

The Council shall review the performance of the Executive Director annually (usually the February/March meeting). The Council Chair will prepare a letter outlining the results of that review.

***Expense Reimbursement Chart for the Executive Director***

<b>Event -</b>	<u>Code</u>
* Meetings (i.e., convention planning meetings, Council Meetings, Michigan Forum, etc.)	A
* District 10 Convention	A
* Multiple District 11 Convention	B

- \* USA/Canada Forum (within Continental US) C
- \* International Convention C

***Current Council to determine the Executive Director's attendance at the LCI International Convention.***

A = Mileage, room (where applicable), and meals for Executive Director only paid by State.

B = Mileage, room, and meals for Executive Director and spouse paid from Convention Funds.

C = Transportation, room, and meals for Executive Director only paid by State. Hotel up to four nights. Meal allowance: Up to five days.

***Holiday Bonuses***

The dollar amount of any holiday bonuses shall be listed as a line item in the annual budget and approved by the Council of Governors.

***Other Important Factors***

The Executive Director shall promote and implement the decisions, deliberations, and policies of the Council of Governors throughout Multiple District 11.

The Executive Director shall perform new duties assigned by the Council of Governors. Should these additional assignments become a distraction from normal and/or regular duties, there shall be a review of the workload with the Council of Governors.

***Vacancy***

If the office of Executive Director shall be vacated for any reason, the following procedures will be used to select a replacement:

1. The Council Chair shall appoint a Screening Committee composed of a Past Council Chair, a Past District Governor, and a Lion member, all of whom must be from different sub-districts of the Multiple District to review applications. The Council Chair shall name one of these members as Chair of the committee. This committee will develop a process for advertising, interviewing, and hiring an individual for the position, and they will establish criteria based on the current job description. They will develop minimum requirements and a list of desired attributes. They will also discuss salary and benefits, when the person will be hired, and the amount of time required for training.
2. The Council Chair shall direct the Screening Committee to place ads in appropriate publications and websites, including the *Lion Pride* magazine and the Multiple District website. The ad shall state the deadline for applications.
3. The Screening Committee shall meet at a mutually agreeable time after the deadline for applications to review the received applications.
4. The Screening Committee shall interview candidates who appear to them to be likely choices for the position of Executive Director.
5. The Screening Committee shall recommend no more than three qualified applicants to the Council of Governors.
6. At a closed meeting, the Council of Governors shall interview the candidates recommended by the Screening Committee and select one as the new Executive Director. The deliberations of the Council of Governors shall be confidential and in executive session because personalities are likely to be discussed. If the Council of Governors

rejects all candidates recommended by the committee, the application process will be reopened. The vote on the selection of the new Executive Director shall take place in an open session of the Council.

## **SECTION IV**

### **STATE TREASURER**

#### **DUTIES AND RESPONSIBILITIES**

The State Treasurer is the chief financial officer for the Lions of Michigan. He/she is appointed by the Council of Governors in accordance with the Multiple District 11 Constitution and By-Laws, with no remuneration. If a vacancy occurs in the office of State Treasurer, an advertisement to fill the position will be placed in the *Lion Pride* magazine.

The Treasurer presents financial reports to the Council of Governors and is responsible for answering questions relating to such reports and other financial issues. Written reports and financial information shall be supplied by the Treasurer at the request of the Council of Governors.

Both the State Treasurer and the Executive Director are bonded and are authorized to sign checks for payment of bills. The State Treasurer is responsible for paying all bills and collecting all monies for the Lions of Michigan. The Treasurer shall collect dues from the Cabinet Secretary-Treasurer of each District of MD 11, based on reported membership totals listed by Lions International on July 1st and January 1st of each year. The Treasurer will also collect, deposit, and report dues allocations from Single District 10.

At the beginning of each fiscal year, it is the responsibility of the State Treasurer to explain to each of the Governors the General Reimbursement Policy of LCI, as well as the dues breakdown for the Lions of Michigan.

The State Treasurer serves in an advisory capacity to the Liaison Committee, the All-State Band Committee, the State Office, and the "Lion Pride Magazine."

Each year, the Treasurer shall develop a financial report to the Lions of Michigan to be presented at the Multiple District 11 Convention.

In conjunction with the annual audit by a certified public accountant, the State Treasurer shall prepare each year an audit report.

On or before the second regularly scheduled meeting of the Council of Governors, the State Treasurer shall submit a budget of the Lions of Michigan operation to the Council of Governors for approval, including the MD 11 Magazine and all other accounts directly or indirectly related to the Lions of Michigan.

The State Treasurer shall immediately contact the Council Chair about any financial irregularities.

The State Treasurer is expected to attend all Council Meetings and the Multiple District 11 Convention, and to pay bills relating to these activities. The State Treasurer shall attend the USA/Canada Forum annually. He/she will be reimbursed for the following expenses relating to attendance at Council Meetings and the Multiple District Convention: Mileage will be

reimbursed in accordance with the current Lions International General Reimbursement Policy. Organized meals and housing (single or double room during the meetings will be reimbursed in full (receipts required). The Treasurer will also be reimbursed for telephone calls and office expenses related to his/her duties as State Treasurer (receipts required). The State Treasurer shall receive reimbursement for travel to the USA/Canada Forum. Hotel allowance: Up to four nights. Meal allowance: Up to five days. Current Council to determine the State Treasurer's attendance at the LCI International Convention.

## **EVALUATION**

The Council shall review the performance of the State Treasurer annually during its third meeting. The Council Chair will prepare a letter to the State Treasurer outlining the results of that review.

## **SECTION V**

### **STATE OFFICE**

#### **PUBLICATIONS**

All official publications, including the Council Minutes, may be placed on state and district websites for general distribution, excluding documents that contain personal addresses, phone numbers, and emails, such as the "Who's Who in Michigan Lionism."

##### ***Council Meeting Minutes***

Copies of the minutes of MD 11 Council Meetings shall be distributed to Governors, 1<sup>st</sup> and 2<sup>nd</sup> Vice Governors, Past International Directors, Lions Clubs International, and to members of the District Governors' Advisory Committee and GMT/GLT/GST Chairpersons. Electronic copies of the minutes are posted online on the Lions of Michigan State Office website after approval by the Council of Governors.

Paper copies of the minutes of the MD 11 Council Meetings are available to Michigan Lion members not named in the above list @ \$3.00 per copy, or \$12.00 for a one-year subscription.

##### ***Multiple District 11 Convention Minutes***

Paper copies of the minutes of the Multiple District 11 Convention are available to Lion members @ \$3.00 per copy. An electronic version of the minutes is posted online on the Lions of Michigan State Office website.

##### ***Roster ("Who's Who in Michigan Lionism")***

Copies of the Michigan Lions Roster ("Who's Who in Michigan Lionism") are available to Lion members @ \$8.00 per copy. Fees must be paid in advance.

##### ***Constitution & By-Laws of Multiple District 11***

Paper copies of the MD 11 Constitution & By-Laws are available to Lion members @ \$3.00. Copies may be downloaded from the State Office website at no charge.

##### ***MD 11 Policy Manual***

Copies of the MD 11 Policy Manual are available to Michigan Lion members @ \$3.00. Copies may be downloaded from the State Office website at no charge.

## **STATE OFFICE EQUIPMENT AND PARAPHERNALIA**

State flags may be borrowed from the State Office to honor a Lions International speaker at a District Convention. If the flag is not returned, the district will be billed for the cost of a new flag. All other equipment and paraphernalia housed in the Lions of Michigan State Office are not to be removed or loaned out for use outside the office.

## **EQUIPMENT USE POLICY**

State Office equipment is not available for personal use by individual Lions, use by Lions Clubs, or use by sub-districts of MD 11. The priority for use shall be: first, Council of Governors, State Office staff, MD 11 official functions, and MD 11 committee meetings in the State Office. No other use shall be allowed except by the unanimous consent of the Executive Director, State Treasurer, and Council Chair.

All requests for use must be made to the State Office. All users shall sign an acknowledgment if removing the equipment from the office and agree to return it timely. The equipment shall be insured by MD 11. All users shall demonstrate proficiency in the use of the equipment to the satisfaction of the MD 11 Executive Director, Treasurer, or Council Chair before taking or using the equipment. No request for use will be confirmed more than 30 days before the requested date of use. Within 30 days before the requested date of use, the priorities will be determined, and the requestor notified if the equipment will be available for the requested use.

### **A. Conference phone**

The conference phone will be available for use by the Lions of Michigan Service Foundation provided appropriate telephone jacks are installed in the conference rooms at the Lions State Office so the phone can be left set up.

### **B. Media Projector**

Due to the cost and delicate nature of the equipment, use is restricted to the Council of Governors, State Office, and MD 11 official functions. Any other use requires the unanimous agreement of the Executive Director, Treasurer, and Council Chair. It is anticipated that no one other than these officers or State Office staff shall remove the projector from the State Office.

### **C. Internet Conference (Zoom)**

The internet conference subscription will be available for use by the Lions of Michigan Service Foundation.

## **DEATH NOTICES**

Death notices relating to a Past District Governor shall be sent to the Past District Governors in his/her district, the members of his/her Council, the President of the Past District Governors Association, and to the current Governors.

Death notices relating to Past International Directors from Michigan shall be mailed to Past District Governors, the President of the Past District Governors Association, and the current Governors.

## **MAILING LISTS**

Every effort will be made to protect the Lions International mailing list as published yearly. Equal protection will be given to the Multiple District mailing list. Individual District Governors have the authority to supply their district mailing list to anyone at their own discretion.

Our mailing list is useful to mail order businesses, politicians, solicitors, charities, other service

organizations, and to Lions involved in Lion politics. While individuals can, through other means, obtain mailing lists, the Council of Governors should be prudent in the dissemination of such information.

## **SECTION VI**

### **AWARDS**

#### **S.A. DODGE DISTINGUISHED SERVICE AWARD -**

##### ***Nomination Requirements***

Must be a member of a Lions Club in Multiple District 11 and in good standing.

Must have accomplished one or more of the following:

- \* Outstanding contribution toward promoting Michigan at the International level.
- \* Outstanding Lionistic achievement at the Multiple District level.
- \* Outstanding record on a MD 11 service committee and contributed significantly toward the success of that committee.
- \* Outstanding administrative contribution at the Multiple District level.
- \* Outstanding humanitarian achievement--not necessarily directly related to Lionism.

##### ***Selection Procedure***

District Governors submit the names and accomplishments of candidates on a form provided by the State Office and approved by the Council of Governors. Each district will be limited to one candidate.

Names will be listed for each candidate. His/her name and district will be identified, and all candidates shall be considered by accomplishment only.

Each candidate's achievements are read by the Council of Governors. They then select by name the individual they believe to be the most worthy of this award.

##### ***General Information***

This is a non-repetitive award. No one may receive more than one. The maximum number of S. A. Dodge Distinguished Service Awards to be given out each year shall be two—but two awards need not necessarily be presented.

A sitting district governor may NOT nominate a family member for this award.

Each year, the names of those who have received the S. A. Dodge Distinguished Service Award shall be published in the Official Convention Program. A medal and a plaque shall be presented to the recipients of this award at the Multiple District 11 Convention.

#### **PRESIDENTIAL AND LEADERSHIP AWARDS FROM LCI**

##### ***Nomination Requirements***

Must be a member of a Lions Club in Multiple District 11 and in good standing.

Meets the requirements as set forth by the International President.

### ***Selection Procedure***

District Governors may submit one name for the Presidential Medal and two names for the Leadership Medal from their respective districts on the form provided by Lions International. Any Lion who has received the Ambassador of Goodwill Award is ineligible to receive a Leadership or Presidential Medal. Lions Clubs International determines the number of awards given to each multiple district.

Each Governor will receive the nominations in the mail prior to the Council Meeting, where the selections will take place. The Governors will review the nominations in advance and have their choices ready for the meeting.

## **SECTION VII**

### **MULTIPLE DISTRICT 11 CONVENTION**

#### **CONVENTION SITE**

The Council of Governors approves the convention site. They can, for good and sufficient reason, remove the convention from any location that has been previously selected, in accordance with the Multiple District 11 Constitution and By-Laws.

Convention sites will be selected 25 months in advance. The MD 11 Convention Committee evaluates and reviews bid proposals and presents their recommendations to the Council of Governors for consideration.

#### **CONVENTION CHAIR**

The Council designates a member of the MD 11 Convention Committee to serve as committee chair. The Chair works with the MD 11 Convention Committee to develop a budget and a proposed agenda of activities for the convention. These items are subject to approval by the Council of Governors.

The District Governors will chair all activities of the convention and will work and communicate with the individual Vice-Chairs who are responsible for specific events.

#### **CAMPAIGN MATERIALS**

Each candidate for International Director is entitled to one banner (4' x6') and two posters (14" x 22") in the main lobby with facility-approved attachment. The Sergeants-At-Arms shall enforce this rule. (Note: Placement of all campaign materials is subject to hotel policy.)

Any posters or banners concerning constitutional changes shall be limited to the same size and quantity as banners used by candidates for International Director.

No person(s) may display or distribute any campaign literature in the area of the Lions Registration Desk or the Certification Desk at the Multiple District Convention.

Hospitality Rooms at the Multiple District 11 Convention must be closed by 1:00 a.m.

#### **CERTIFICATION PROCEDURES**

1. The hours for registration and certification of delegates and alternates shall be listed in the Official Convention Program.
2. No club delegate and/or alternate shall be certified as a convention delegate and/or alternate unless or until he/she has registered for the convention and has received a convention badge. Only certified delegates may vote at the convention.
3. Credentials personnel are recruited by the MD 11 Convention Committee.
4. No Credentials person may certify his/her own district.
5. Credentials personnel shall meet at a designated time and place, sufficiently prior to the opening of the Certification Desk to receive instructions.
6. Delegate/alternate forms will be distributed by the State Office and returned to the same.
7. The number of delegates and/or alternates allowed for each club will be determined by the membership totals for each club, as reported on the Membership Report two (2) months prior to the convention date. Each club in good standing is entitled to one delegate and one alternate for each ten members who have been enrolled for at least one year and a day in the club, or major fraction thereof. Each certified delegate must be present in-person to cast his/her vote.
8. Delegates and/or alternates who are not pre-certified:
  - A. A Lion wishing to become certified must complete the delegate/alternate form at the Certification Desk at the convention.
  - B. Said form must be signed by the Club President or Secretary. If no such officer is present at the convention, the form must be signed by the District Governor or District Governor-Elect (if duly elected by that time) of the district in which said club is located. Signing must take place in the presence of credentials personnel.
9. Changing a certified alternate to a duly certified delegate:
  - A. The procedure for changing a certified alternate to a duly certified delegate will take place within the hour before the business session where voting will take place.
  - B. The procedure to change a certified alternate to a duly certified delegate will be the same procedure as Item 8, sub-paragraph A, listed above.
10. A Credentials Report shall be made to the business session during the convention.

### **SPEAKER'S GIFT**

The gift for the Multiple District 11 Convention speaker shall be purchased in consultation with current and/or past International Directors from Michigan. The cost shall not exceed \$300.00 (with discretion to increase the amount for an International President or Vice President).

### **COURTESIES EXTENDED TO SD 10 GOVERNOR**

Each year, there shall be a determination made between MD 11 and District 10 as to the courtesies that will be extended to the visiting District Governors at their respective conventions.

### **RAFFLES AND FUNDRAISERS**

No fund-raising activities shall be conducted by projects, clubs or districts at the MD 11

Convention.

### **COURTESY SEATING ARRANGEMENTS**

Courtesy seating (i.e., among the first to be served at meals) shall be provided for those who are physically disabled and people with diabetes whenever feasible.

## **SECTION VIII IRS FILING REQUIREMENTS**

Annually, each Lions Club, District, and Multiple District must file the required forms with the IRS, if applicable.

Lions International furnishes a sample of these forms annually to each club. After having once filed, the IRS will normally send a blank form and instructions in subsequent years for filing the next annual return.

The Form 990 for the district or multiple districts can be signed by any current officer. That would include the current District Governor, the immediate past District Governor, the Vice District Governor, the Secretary, or the Treasurer. The preferred officer is the current District Governor. It is signed and mailed to the IRS. The return is due by November 15th for fiscal years ending June 30

In addition to possible penalties for willful failure to file, an entity, which fails to file, can be charged \$10 a day for each day after the due date (up to a maximum of \$5,000 for each taxable year). If IRS has formally requested a return, a delinquent responsible officer can also be charged \$10 per day.

A copy of Form 990 must be filed with the Attorney General of the State of Michigan, in compliance with the requirements of the Charitable Solicitations Act.

## **SECTION IX LION PRIDE MAGAZINE**

The *Lion Pride Magazine* shall publish eight issues annually to disseminate information to the Lions of Michigan. The size, format, and number of pages shall be determined by the Publication Advisory Committee, within the limits of the annual budget.

## **SECTION X ORGANIZATIONAL POLICIES**

Each year the District Governors shall turn in to the Council Chair a completed Conflict of Interest Disclosure Statement by the end of the August Council Meeting.

### **CODE OF ETHICS**

Lions of Michigan MD 11, Inc.'s mission can only be realized through a common code of ethics upheld by our Council of Governors, committees, and employees.

- We fully support the Code of Ethics as stated by Lions Clubs International

- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to Lions of Michigan's values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another.
- We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We humanely support each other. We care about the well-being of each other, the community, and the Lions of Michigan MD 11, Inc. organization.

## DOCUMENT RETENTION AND DESTRUCTION POLICY

With the advent of the Sarbanes-Oxley Act or SOX, the destruction of business records must be carefully monitored. Lions of Michigan MD 11, Inc. have a written policy that outlines the length of time records must be retained, before which they cannot be destroyed. To prevent the accumulation of mountains of paper, documents will be reviewed annually and discard or destroy those that have passed the required retention period.

The following chart, based on one from the National Council of Nonprofit Associations, is a good basis for determining how long to retain documents.

<b>Permanently</b>	<b>7 Years</b>	<b>5 Years</b>	<b>3 Years</b>
Audit reports	Accounts Payable ledgers and schedules	Bank statements	Employment applications
Checks for important payments	Contracts, mortgages, notes – expired	Bank reconciliations	Correspondence – general
Contracts - still valid	Expense analyses, distribution schedules	Insurance policies – expired	Correspondence – customers and vendors
Correspondence on legal and important matters	Inventories: products, materials, supplies	Internal audit reports	Duplicate deposit slips
Deeds, mortgages and bills of sale	Invoices	Conflict of Interest disclosures	
Depreciation schedules	Payroll records and summaries		
Financial Statements – Year-End	Personnel files – terminated employees		
Insurance records, claims, policies, etc.	Timesheets		
Minutes, bylaws and charter	Withholding tax statements		
Patents and related papers			
Retirement and			

pension records			
Tax returns and worksheets			
Trademark registrations and copyrights			

**DISCRIMINATION/HARASSMENT POLICY**

Lions of Michigan MD 11, Inc. is committed to providing a work environment that is free of unlawful discrimination. In keeping with this objective, Lions of Michigan MD 11, Inc. maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, religion, sex, marital status, sexual orientation, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other protected category.

In particular, sexual harassment is defined as any unwelcome conduct that would not have occurred but for the employee’s gender, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that 1) has been made either explicitly or implicitly as a term or condition of an individual’s employment or 2) is used as a basis for employment decisions such as promotions and benefits affecting such individual and other offensive behavior directed toward an employee because of or on account of his or her gender, which substantially interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Other unwelcome sexual conduct in the workplace, whether physical, written, verbal or electronic, committed by anyone covered by this policy or guests also are prohibited. This includes, for example, offensive sexual flirtation, advances, propositions, abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually suggestive objects or pictures. An individual’s claim that he or she “meant no harm,” “did not mean to offend anyone,” or intended the statement as a “joke” will not be a defense to a complaint of such inappropriate behavior. This policy applies to conduct which occurs in the workplace and also extends to conduct, which occurs at any location that can be reasonably regarded as an extension of the workplace.

In addition to sexual harassment, Lions of Michigan MD 11, Inc. also prohibits all forms of harassment on any basis prohibited by discrimination laws, such as race, color, religion, sex, marital status, sexual orientation, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other protected category. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written, or physical conduct.

Any employee or Lion who believes he or she has been or is being harassed by a coworker, supervisor, or agent of Lions of Michigan MD 11, Inc. should immediately report the facts of the incident(s) and names of the individuals involved to his or her supervisor or, in the alternative, to the Council Chairperson, a District Governor, or the Executive Director. Employees who report harassment, in good faith, should not fear any reprisal (also, refer to whistleblower policy). All employees should also immediately report any incidents of harassment they witness to a management representative.

After a report of harassment is received, an investigation by management will be undertaken promptly. Any supervisor, agent, or other employee who has been found by Lions of Michigan MD 11, Inc., after investigation, to have harassed another employee in violation of this policy will be subject to discipline that may range from a warning up to, and including, termination.

## **CONFLICT-OF-INTEREST STATEMENT**

### **Reason for Statement**

Lions of Michigan MD 11, Inc. is a nonprofit, tax-exempt organization that depends on support from Lions throughout Michigan. Therefore, the operations of Lions of Michigan MD 11, Inc. first must fulfill all legal requirements. They also depend on the Lion's trust and thus are subject to scrutiny by and accountability to both governmental authorities and members Lions Clubs.

Consequently, there exists between Lions of Michigan MD 11, Inc. and its Council of Governors, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The Council of Governors and management employees have the responsibility of administering the affairs of Lions of Michigan MD 11, Inc. honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Lions of Michigan MD 11, Inc. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Lions of Michigan MD 11, Inc. or knowledge gained therefrom for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

### **Persons Concerned**

This statement is directed not only to the Council of Governors but to all employees who can influence the actions of Lions of Michigan MD 11, Inc. For example, this includes all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning Lions of Michigan MD 11, Inc.

### **Key Areas in Which Conflict May Arise**

Conflicts of interest may arise in the relations of Council of Governors and management employees with any of the following third parties:

- Persons and firms supplying goods and services to Lions of Michigan MD 11, Inc.
- Persons and firms from whom Lions of Michigan MD 11, Inc. leases property and equipment
- Persons and firms with whom Lions of Michigan MD 11, Inc. is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting Lions of Michigan MD 11, Inc.
- Recipients of grants or support from Lions of Michigan MD 11, Inc.
- MD-11 projects, organizations, and associations that affect the operations of Lions of Michigan MD 11, Inc.
- Family members, friends, and other employees

### **Nature of Conflicting Interest**

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned above. Such an interest might arise, for example, through

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Lions of Michigan MD 11, Inc.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing with Lions of Michigan MD 11, Inc.
3. Receiving remuneration for services with respect to individual transactions involving Lions of Michigan MD 11, Inc.
4. Using Lions of Michigan MD 11, Inc.'s time, personnel, equipment, supplies, or goodwill other than for approved Lions of Michigan MD 11, Inc. activities, programs, and purposes
5. Receiving personal gifts or loans from third parties dealing with Lions of Michigan MD 11, Inc. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

### **Interpretation of This Statement of Policy**

The areas of conflicting interest listed in above, and the relations in those areas that may give rise to conflict, also listed above, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Council of Governors and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described above exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Lions of Michigan MD 11, Inc.

However, it is the policy of the Lions of Michigan MD 11, Inc. that the existence of any of the interests described in above shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of the Council of Governors and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

### **Disclosure Policy and Procedure**

Disclosure should be made according to Lions of Michigan MD 11, Inc. standards.

Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction.
3. A competitive bid or comparable valuation exists; and
4. The Council of Governors has acted upon and demonstrated that the transaction is in the best interest of the organization.

Staff disclosures should be made to the Executive Director (or if he or she is the one with the conflict, then to the Council Chairperson), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the designated

committee.

Disclosure involving Governors should be made to the entire Council of Governors.

The Council shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Lions of Michigan. The decision of the Governors on these matters will rest in their sole discretion, and their concern must be the welfare of Lions of Michigan MD 11, Inc. and the advancement of its purpose.

## **WHISTLEBLOWER POLICY**

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Lions of Michigan MD 11, Inc. will investigate any suspected fraudulent or dishonest use or misuse of Lions of Michigan's resources or property by employees, District Governors, committee members, or volunteers.

Employees, District Governors, committee members, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

### **Reporting**

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Executive Director or, if suspected by a volunteer, to the committee chairperson supporting the volunteer's work. If for any reason, a person finds it difficult to report his or her concerns to the Executive Director or the committee chairperson supporting the volunteer's work, the person may report the concerns directly to the Council Chairperson. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

### **Definitions**

#### ***Baseless Allegations***

Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by Lions of Michigan MD 11, Inc., and/or legal claims by individuals accused of such conduct.

#### ***Fraudulent or Dishonest Conduct***

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- The pursuit of a benefit or advantage in violation of Lions of Michigan MD 11, Inc.'s Conflict-of-Interest Policy

- Misappropriation or misuse of Lions of Michigan MD 11, Inc. resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

### ***Whistleblower***

An employee, District Governor, committee member, consultant, or volunteer who informs the Executive Director, Council Chair, or a committee chairperson about an activity relating to Lions of Michigan MD 11, Inc., which that person believes to be fraudulent or dishonest.

## **Rights and Responsibilities**

### ***Supervisors***

Supervisors, District Governors, and committee chairpersons are required to report suspected fraudulent or dishonest conduct to the Executive Director or as otherwise directed in this policy. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under the law
- Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not, in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct
- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the chief executive
- Should not report the case to an authorized law enforcement officer without first discussing the case with the chief executive

### ***Investigation***

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

### ***Whistleblower Protection***

Lions of Michigan MD 11, Inc. will protect whistleblowers as defined below:

- Lions of Michigan MD 11, Inc. will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that Lions of Michigan MD 11, Inc. can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, consultants, and volunteers of Lions of Michigan MD 11, Inc. may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or as otherwise directed in this policy. Any complaint of retaliation will be promptly investigated and appropriate corrective measures are taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit the supervisor from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

### **TRADEMARK/COPYRIGHT PROTECTION**

As a matter of legal protection to Lions Clubs International and its member clubs, the association's name and emblem (and variations thereof) are registered trademarks. To protect these trademarks, the Association has established the following rules of policy:

- No item bearing the association's trademarks may be sold or distributed without express written permission of the association. Interested persons are directed to contact the association's general counsel or the Club Supplies and Distribution Division for information about securing a license.
- No Lions club may use the association emblem on any item sold for fundraising purposes.

#### **Special Policy Rules for Lions Clubs:**

- Lions clubs have permission and license to use the association's name, emblem and other trademarks printed on stationery, postcards necessary to its operation.
- Permission is not granted for the club to print the association's trademarks on items that are available through the Club Supplies and Distribution Division.
- Lions clubs may use the name of their club along with the Lions emblem on their respective web pages. Only emblems downloaded from the official format emblems provided on the association's web site may be reproduced on web sites and other areas on the Internet.

### **COPYRIGHT**

Copyright protects the expression of original works of authorship from copying. Copyrights exist

when the works are fixed in a tangible medium of expression whether or not notice is given. Copyright protection lasts for the life of the author plus seventy years. The copyright holder has the exclusive right to:

- \* Reproduce the work
- \* Prepare derivative works
- \* Distribute copies of the work
- \* Perform or display the work

## **PRIVACY POLICY**

Lions Clubs International recognizes the importance of protecting the private information of its members, donors, recipients of humanitarian assistance and other individuals obtained in the course of conducting activities.

The following practices are performed at the International level and are recommended for club, district, and foundations:

- Personal information is protected by using password-protected areas.
- Payment information is encrypted, and only a limited part of credit numbers are revealed when confirming an order.
- The official directory is not available on the Internet without a password.
- A club locator with club officer contact is available without a password, but it is designed so that it cannot be used as a commercial mailing list.

## **SOCIAL MEDIA POLICY STATEMENT**

### **Reason for Statement**

This policy is intended to provide Lions Clubs of Michigan employees, volunteers, and members with clarity on the use of social media platforms.

### **Scope of Policy Statement**

Social media is an online media that allows for interaction and/or participation. Examples include:

- Social networking and micro-blogging sites like Facebook, Twitter, Tumblr, LinkedIn, Pinterest, and Instagram
- Video and photo sharing sites like Snapchat, Flickr, and YouTube
- Online forums and discussion blogs, including comments on online news articles

### **Persons Concerned**

This social media policy applies to all people who work, volunteer or represent Lions Clubs of Michigan.

### **Background**

The Lions Clubs of Michigan has a well-established presence across a range of social media platforms. These platforms are used as additional communication and promotion tools to complement our existing communication and marketing avenues. Social media is primarily used to provide Lions members and the general public with community interaction and an opportunity for the public to support Lions while learning about the organization, our services, resources, and campaigns.

Lions clubs are also increasingly using social media to interact with their members and communities. As with the State Office, social media is used in clubs, zones, and districts as a complementary tool to other engagement and promotion activities.

The State Office encourages the use of social media as an effective tool to reach our communities and promote the work we do. We are also able to provide assistance to any individual or club needing guidance and advice on managing their social media profile. However, we cannot manage the pages for you.

## **Definitions**

### **Social Media**

For the purpose of this policy, social media is defined as 'any conversation or activity that occurs online, where people can share information or data that might impact on the Lions Clubs of Michigan.

### **Official use**

Official use is when an employee, volunteer, or Lions member is using social media as a representative of Lions Clubs of Michigan.

### **Personal use**

Personal use is when an employee, volunteer or member is using social media as themselves, not officially representing Lions, but identifying themselves as affiliated with Lions in their online biographies, profiles or posts, or through other digital platforms. People who are employees, volunteers or members who do not identify themselves as being affiliated to Lions Clubs of Michigan are still counted as representing the organization, as the nature of the online world means they could be traced back to the organization through their online presence.

## **Guiding Principles**

Lions Clubs of Michigan employees, volunteers, and members are encouraged to participate in social media as it is a powerful tool to complement our other PR activities. Whenever Lions Clubs of Michigan employees, volunteers, or members are interacting on social media in a capacity that represents the organization, the following guiding principles should be considered:

- Respond to comments and opinions respectfully and professionally.
- Acknowledge and correct mistakes as soon as possible. Everyone makes mistakes, but we should acknowledge or correct them when identified.
- Disclose conflicts of interest. E.g., any paid partnerships or sponsorships should be clearly stated.
- Don't make statements on your Facebook or other social media pages that you wouldn't make in any other type of advertising.
- Be polite, considerate, kind, and fair.
- Avoid making misleading or false claims. Use examples and evidence where possible.
- Be mindful that the Lions Clubs International Code of Ethics & Policies apply on social media too.
- Ensure images, videos or other content do not infringe copyright - attribute photographers or owners of content where appropriate.
- Ensure the content does not contain spam or viruses.

Inappropriate use of social media includes (but is not limited to):

- Conducting a private business on Lions Clubs of Michigan's social media presence
- Using discriminatory, defamatory, abusive or otherwise objectionable language
- Stalking, bullying, trolling or marginalizing any individual or group

- Accessing or uploading pornographic, gambling, or illegal content, including extreme images of graphic content or information regarding activity relating to firearms, bombs, terrorism, etc.
- Accessing sites that promote hatred or extreme/fundamental beliefs and values
- Direct political affiliation, unless an individual is running for election (but only on a personal account)
- Excessive debate on public policy
- Hacking or attempting to infiltrate the systems of Lions Clubs of Michigan or another organization
- Criticizing or denigrating Lions Clubs of Michigan, or other organizations, and our/their employees, volunteers or members
- Paid endorsement of any kind, including in-kind services or gifts
- Activity that interferes with work commitments

### **Social media and defamation law**

Lions should be aware that defamation laws apply to the online world, including social media.

Defamation is defined as: "being subjected to slanderous, libelous or defamatory comments or publications that can tarnish a person's reputation."

- In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that damages their reputation, or can make others think less of them.
- Defamation is actionable regardless of the medium. A person can be defamed, for example, in print, through photos and on the internet.
- Defamation cases involving the internet and social media are relatively new, but the same principles apply.
- A person who did not create the defamatory material but only shares it (for instance, by "retweeting" a tweet) can also be held found liable guilty of defamation.
- There are several defenses to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread information that constitutes a hurtful and untrue statement of fact about another person.

## Exhibit A

### ADDITION: TERMS/ACRONYMS

#### LIONS POSITIONS

CC – Council Chair

CCE – Council Chair-Elect

CS/T – Cabinet Secretary/Treasurer

DG – District Governor

DGE – District Governor-Elect

ID – International Director

IP – International President

IPDG – Immediate Past District Governor

IPID – Immediate Past International Director IPIP – Immediate Past International President

VP – International Vice President – 1st, 2nd & 3rd

PCC – Past Council Chair

PDG – Past District Governor

PID – Past International Director

PIP – Past International President

RC – Region Chair

VCC – Vice Council Chair

VDG – Vice District Governor – 1st & 2nd

VDGE – Vice District Governor-Elect

ZC – Zone Chair

#### ORGANIZATION/PROGRAMS

COG – Council of Governors

GAT – Global Action Team

GLT – Global Leadership Team

GMT – Global Membership Team

GST – Global Service Team

LCI – Lions Clubs International

LCIF – Lions Clubs International Foundation

MD – Multiple District

LMSF – Lions of Michigan Service Foundation

YE – Youth Exchange

MJF – Melvin Jones Fellowship

PMJF – Progressive Melvin Jones Fellow

C&BL – Constitution & Bylaws

PM – Policy Manual