

Multiple District 34, Inc.

Policy Manual

Attachments

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ALABAMA LIONS HIGH SCHOOL ALL-STAR BAND COMMITTEE

The Alabama Lions High School All-Star Band Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee.

The Alabama Lions High School All Star Band Committee shall operate under supervision of the International Convention Committee.

The function of the Committee is to secure student sponsorships from Lions Clubs, Leo Clubs, Band Parent Associations, Past District Governors organizations and individuals to finance the Band to the International Conventions when held within the USA or Canada. The sponsor shall select the school the student is to come from and leave the instrument selection to the Band Director unless the sponsor works with the Band Director in the selection of a special student.

The Committee shall select the Band Director and assist him in preparing a budget for approval by the Council of Governors. Sponsorship cost will be recommended by the Committee. Each District Committee member shall be responsible for sponsorships from his District by contacting each Club by visit, telephone or in writing.

A Band Camp will be held at a location selected by the Band Director and will mold the delegation into a marching band and a Combo will be selected to play at the Alabama Lions breakfast at the International Convention. The entire band will play for the marching delegation of Lions at the International Convention parade. The band will strive to become the outstanding band at the International Convention. There shall be Assistant Band Director(s) as necessary, selected by the Band Director, to assist in an advisory capacity and provide supervision of the band.

The student shall furnish dark trousers, black shoes and socks, and his/her instrument. An appropriate uniform shall be approved by the Council of Governors. Expenses for the Band Camp, transportation to and from the International Convention, lodging and entertainment will be provided by the Alabama Lions. The student will furnish his/her own meals after leaving the Band Camp.

The Committee must stay within its budget and any excess of receipts over disbursements shall remain in the Band Fund. An audit shall be made within thirty (30) days of the close of the International Convention with copies sent to the International Convention Committee and Multiple District Office to become a part of the International Convention Committee minutes

***THE ALABAMA LION* NEWSLETTER AND PUBLIC RELATIONS COMMITTEE**

The Council shall appoint an Alabama Lion Newsletter and Public Relations Committee composed of a Chair, Co-Chair, and at least one member but no more than two members, from each sub-district of MD-34. The purpose of the committee shall be to publish a statewide newsletter for the Lions of Alabama, formulate a public relations plan for MD-34, apply for public relations grants as may be offered by Lions Clubs International and others, and encourage sub-districts and clubs to disseminate positive image building information concerning local and multiple district projects and activities.

Funding for activities of the committee shall be provided through the MD-34 Alabama Lion Newsletter annual per capita tax with first priority for use of funds being allocated to publish the *Alabama Lion* newsletter. In order to complete the responsibilities of the committee, a public relations sub-committee may be formed, chaired by a member of the committee. A Public Relations budget shall be prepared for approval before any public relations expenditure may be obligated and said budget shall be based only on residual funds remaining after funding of the *Alabama Lion* newsletter.

RESPONSIBILITIES

1. See to the publishing of *THE ALABAMA LION* Newsletter.
2. Recommend public relations efforts and programs for the Multiple District, including news releases to all media.
3. Seek information from Clubs and each District Governor to be included in the Newsletter.
4. Hold a basic training course for Club Newsletter and Public Relations members at District and/or Multiple District level.
5. Request other MD Committee Chairmen to submit information.
6. Publish registration forms for Multiple District Annual Convention.
7. Publish order form for trading pin orders.
8. Publish picture and information on speakers for District and MD-34 Annual Convention.
9. Publish picture and biographical information on Council Chairman, District Governors, Alabama Lions Sight Conservation Association, Inc. officers in July issue.
10. Publish information concerning the Roderick Beddow Award, Aubrey D. Green Award, William C. Chandler Membership Awards, and Tom Jones Lion of Year Award.

11. Encourage representation at Multiple District, District, and International events.

ALABAMA LIONS TRADING PIN AND BANNER COMMITTEE

The Alabama Lions Trading Pin and Banner Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee. The Committee will meet prior to the October meeting of the Council and present to the Council at that meeting, designs, and cost for Council approval.

RESPONSIBILITIES

The Alabama Lions Trading Pin and Banner Committee shall:

1. Decide on the designs to be presented to the Council.
2. Draft drawing of design with information as to dimensions, coloring and finish desired.
3. Contact manufacturers with design and ask for quote on number of pins and banners for submission of sample.
4. When samples and quotes arrive, meet with Council at October Council meeting for Council approval of pins or banners. The Council should determine the design and the successful bidder and authorize the number to be ordered.
5. Figure cost as best possible so State Office can begin to advertise article for sale.
6. Contact manufacturer with approval to begin production.
7. Sell items at the MD Leadership Conference, State Convention, International Convention and District Conventions if requested.
8. Within thirty (30) days after the conclusion of the fiscal year, forward to the State Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts for State Audit. Make a report at the first Council meeting after International Convention. The audited report will become a part of the State Convention Minutes.
9. **TRADING PIN CONTEST:**
In order to enter the Trading Pin Contest, all Clubs, Districts and Multiple Districts must have purchased pins from a licensee approved by the Club Supplies Division of International headquarters. All pins are to be made for the purpose of trading, not for resale. Any evidence that pins are being sold will automatically disqualify them from competition.

AUDIT COMMITTEE

The Committee is composed of at least one member from each district in the state. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chairperson and a Vice Chairperson for the Committee. It is recommended that one member of the committee be appointed from the current fiscal year Finance and Operations Committee, one member be appointed from the previous fiscal year Finance and Operations Committee and one member be a current First Vice District Governor.

A. Audit Function

- 1. Objective** — To assist the Council of Governors in its By-Laws responsibility of establishing policies and procedures as related to review and auditing of the funds of Multiple District 34 and periodically review the financial status of the Multiple District.
 - 2. Duties** - Works with the Finance and Operations Committee, Council of Governors, Multiple District Staff, Multiple District Secretary, and Treasurer as well as other committees on financial matters to include the following:
 - (a) Upon close out of the previous fiscal year financial accounts, conduct a thorough review of the financial statements covering the preceding fiscal year. The review shall be conducted in accordance with routine analytical accounting procedures to the best of the committee's knowledge. The review and report should be completed no later than March 15 of the current fiscal year.
 - (b) Review bank accounts, investments, and the disbursement and transfer of funds.
 - (c) Periodically, in conjunction with the Finance and Operations Committee, review all financial policy and make recommendations to the Council of Governors for any change.
- B. Meetings** - The committee shall meet as often as necessary to perform its duties as prescribed in this policy. The chairperson may call a meeting at any time as he/she deems advisable. Other committee members may request meetings through the chairperson of the committee.
- C. Reporting** - The committee shall prepare a report of findings and recommendations for submission to the Council of Governors as set out herein.

AWARDS COMMITTEE

The Awards Committee is composed of one member from each District in Multiple District 34 plus a Chair and Vice Chair. It shall be the duty of the District Governor to appoint a member from the District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chair and Vice Chair of the committee.

RESPONSIBILITIES AND PROCEDURES

The committee shall have the responsibility of selecting recipients of the following awards based on the qualifications as presented or amended from time to time by the Council of Governors:

Aubrey D. Green Humanitarian Award

This award may be presented annually at the Multiple District Convention to a non-Lion citizen of Alabama or a native of Alabama who has made a significant contribution to society beyond the obligations of occupation or profession. Such contributions may include, but are not limited to, the promotion of human welfare, the alleviation of human suffering, and the advancement of social reforms. The recipient shall be selected by the committee from among nominees submitted within the past five years. Such nominees may be proposed by local Lions Clubs, District Governors, Committee members, or individual Lions.

Nominations, in writing, should be submitted to the Multiple District Office or the Committee Chair no later than February 1. The selection shall be made at a Committee meeting to be held at a location convenient to the members. The Multiple District Office shall be notified of the Committee selection no later than March 1.

No award shall be presented in any year in which the Committee has fewer than two nominees for consideration.

When the selection is made, the Multiple District Administrator shall notify the recipient, see that the award is prepared, make arrangements for the presentation, and inform the recipient that he/she may make a brief (15 minute) response to the convention. The Multiple District Convention Committee shall provide for accommodations for the recipient and his/her spouse if attending the Multiple District Annual Convention.

Tom Jones Lion of the Year

This award is presented annually, in honor of Past International Director Tom Jones, to a Lion in Multiple District 34, who, in the opinion of the Committee, has most distinguished him/herself for outstanding contributions and service to the furtherance of Lionism during the Previous Lions Fiscal Year.

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Tom Jones Lions of the Year Award and request the District Governors to forward the selections of the District Lions of the Year Award as nominations for the Award. Such

nomination are to be returned to the Multiple District Office, with qualifying criteria, no later than April 15. The Multiple District Office shall forward all nominations to the selection committee on or before May 1.

A District Governor, while serving in office, shall be ineligible to receive the award for the year of service as District Governor.

Committee members shall make their selection on a vote basis of three points for the first place, two points for second place and one point for third place. The Committee Chairman shall contact each Committee member for their selection and notify the Multiple District Office of the winner on or before June 1.

The Multiple District Office shall arrange for the Award to be made ready for presentation.

Roderick Beddow Award

This award is given annually in honor of Past International President Roderick Beddow to the Club who, in the opinion of the Committee, has most distinguished themselves in service and the promotion of Lionism.

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Roderick Beddow Outstanding Club Award, and request the District Governors to forward the selections of the District Outstanding Club Award as nominations for the Award. Such nominations are to be returned to the Multiple District Office, with qualifying criteria, no later than April 15. The Multiple District Office shall forward all nominations to the selection committee on or before May 1.

The District Outstanding Club Award recipients for each District of MD-34 shall automatically be nominated for selection.

Committee members shall make their selection on a vote basis of three points for the first place, two points for second place and one point for third place. The Committee Chairman shall contact each Committee member for their selection and notify the Multiple District Office of the winner on or before June 1. The Multiple District Office shall arrange for the Award to be made ready for presentation. The plaque is to have a profile of Past President Beddow and must be molded and not only engraved.

If the Roderick Beddow Award is to be presented at a Multiple District function, the award shall be presented by the Multiple District 34 current or Past International Executive Officer(s) and/or Director(s).

Alabama Lions Hall of Fame

Induction to the Alabama Lions Hall of Fame is a means to recognize Lions in Multiple District 34 who have distinguished themselves through exemplary humanitarian service.

Each Lions club in good standing in Multiple District 34 may nominate one (1) deserving Lion, per year for induction to the Alabama Lions Hall of Fame. Each Sub-district in Multiple District 34 may also nominate one (1) worthy Lion per year. This provides each sub-district the means to recognize a deceased Lion whose club is no longer active. Nominees may be living or deceased and must have a minimum of ten (10) years of active Lion's service. Nominees do not have to be a member of the nominating club or sub-district. Nominations must be submitted in writing to the Multiple District Office between October 1st and October 31st. Letters of nomination should include information such as the individual's accomplishments in Lionism, positions held, Lions awards and recognitions earned, contributions to the district and community, and why they should be inducted into the Alabama Lions Hall of Fame. The club or sub-district making a nomination must agree to pay a fee of one hundred dollars (\$100.00) if their nominee is selected for induction to the Alabama Lions Hall of Fame to help defray the costs of inductee recognition and other expenses. The Council of Governors shall review this fee each year to ensure the fee is adequate to cover the costs.

The Council of Governors shall review the nominations from the clubs and sub-districts and select up to a maximum of five (5) Lions to be inducted into the Alabama Lions Hall of Fame per year. The Council of Governors may select two (2) additional Lions for induction into the Alabama Lions Hall of Fame per year. These additional inductees enable the Council of Governors to honor Lions such as Past International Directors and/or Executive Officers of our Association. Fees for the two (2) additional inductees selected by the Council of Governors shall be paid from the Multiple District 34 Council Administrative Fund.

CONSTITUTION & BY-LAWS COMMITTEE

The Committee is composed of one member from each district in the state. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chair and a Vice Chair for this Committee.

RESPONSIBILITIES

The Constitution and By-Laws Committee shall be required to establish, maintain, and review the Multiple District 34 Constitution and By-Laws and Multiple District Policy Manual. Said Committee is hereby authorized to make such changes and designations as is necessary to perpetuate a uniform method of citation and reference throughout the documents.

The Multiple District Constitution and By-Laws Committee shall receive for its consideration all proposed amendments and resolutions referred to it. It shall be the further duty of the committee to also consider amendments and resolutions originating within the committee, which if approved by the committee will be presented to the Multiple District Convention, or in reference to Policy considerations, presented to the Council of Governors. The Committee shall evaluate the merits of the proposed amendments and the resolutions and determine by vote of the Committee which proposed amendments and resolution have sufficient merit to be presented to the Multiple District Convention for consideration by that body. The Constitution By-Laws Committee shall report out all amendments and resolutions submitted to it by the Council of Governors. The Committee Chair shall call timely meeting(s) of the Committee.

AMENDMENTS TO THE CONSTITUTION

Section 1. **AMENDING PROCEDURE.** This Constitution may be amended only at the Annual Multiple District Convention, by resolution reported by the Constitution and By-Laws Committee and adopted by an affirmative vote of at least two-thirds (2/3) of the registered delegates casting votes.

Section 2. **NOTIFICATION.** A copy of all proposed amendments shall be mailed by the Multiple District Administrator to each Lions Club in the Multiple District no less than thirty (30) days prior to the convening date of the Annual Convention at which the proposed amendments are to be presented.

Section 3. **COUNCIL AMENDMENTS** - All proposed amendments and resolutions originating from the Council of Governors shall be submitted in writing to the Constitution & By-Laws Committee for consideration on or before January 1 of each year. Upon receipt of such amendments and resolutions the Committee Chair shall call a meeting of said committee on or before February 1. All proposed amendments and resolutions originating herein shall be presented to the Council for review.

CREDENTIALS COMMITTEE

The Credentials Committee is composed of the District Governors and their Cabinet Secretary. The Chairman shall, be the District Governor who is Vice-Chairman of the Council of Governors. The Council may appoint: A Vice-chairman to make the report to the Convention. The Committee shall meet as deemed necessary.

RESPONSIBILITIES

The Credentials Committee shall:

1. Certify all official delegates and alternates from the Lions Clubs for voting purposes.
2. Prepare in proper form, a report to the Council of Governors and the State Convention the number of delegates so certified.

DIABETES AWARENESS AND CAMP SEALE HARRIS COMMITTEE

The Diabetes Awareness and Camp Seale Harris Committee is composed of three or more members from each District in the Multiple District. Each year the committee for the previous year will submit a list of proposed members to the council of Governors for approval at the first meeting of the new Council.

The Diabetes Awareness Program is a major commitment of Lions Clubs International. Diabetes is a leading cause of new cases of blindness in the U.S. The objective of the program is to reduce the incidence of blindness caused by diabetes through detection, education, and research.

Southeastern Diabetes Education Services, (SDES) the organization operating Camp Seale Harris resident camp for children having diabetes, is supported by Multiple District 34 in cooperation with foundations, corporations, gifts and SDES organized fund-raising activities. SDES programs teach children, ages birth thru seventeen years - and their families, how to practice intensive diabetes management while also providing encouragement and motivation. Volunteer physicians, nurses, pharmacists, nutritionists, and educators serve as volunteers. In addition to Camp Seale Harris, SDES operates a children's day camp - Camp Sugar Falls and provides services to local community education and support initiatives.

RESPONSIBILITIES

1. Become familiar with aspects of diabetes detection, education, and treatment, and the effects of untreated diabetes resulting in blindness and other diabetes related complications.
2. Establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes screening and education activities.
3. Raise the level of diabetes awareness by coordinating diabetes testing and education in the district.
4. Encourage all clubs to inform the public of the need for education in diabetes management so as to reduce the incidence of blindness caused by the disease.
5. Be available for public forums and presentations to Lions Clubs, at Zone and Region meetings, Conventions and Conferences.
6. Solicit Lions Clubs to provide funds for children to attend Camp Seale Harris and other Southeastern Diabetes Education Services programs. Work with schools and local health professionals to locate children in their community who may benefit from the services of Southeastern Diabetes Education Services.
7. Encourage Lions to visit Camp Seale Harris - especially to assist in the registration of campers on opening day, and to visit other programs of Southeastern Diabetes Education Services.

ELECTIONS COMMITTEE

The Elections Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment from his District and confirm that the member will serve in time to report the assignment at the first Council of Governors meeting. The Council of Governors, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Chairman of the Committee.

RESPONSIBILITIES

The Elections Committee shall:

1. Prepare and have printed the ballots to be used in voting. (The State Office will provide ballots forms on request)
2. Open the polls, issue ballots, close the polls and count the ballots cast at the Multiple District Annual Convention. Tallying of ballots shall occur in a closed meeting with only Committee Members and representatives of candidates, if a contested election is conducted, present.
3. Prepare the results of the voting in such form that the announcement of results can be made to the Convention.
4. Provide the Multiple District Office with information, ballots cast, and results of elections.
5. Ensure that voting procedures are conducted in an orderly and efficient manner

FINANCE AND OPERATIONS COMMITTEE

The Committee is composed of at least one member from each district in the state. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chairman and a Vice Chairman for this Committee.

A. Finance Function

3. **Objective** — To assist the Council of Governors in its constitutional responsibility of establishing policies and procedures as related to management and control of the business, property and funds of Multiple District 34 and periodically review the financial status of the Multiple District.
4. **Duties** - Works with the Council Chair, Multiple District Staff, Multiple District Secretary, and Treasurer as well as other committees on financial matters to include the following:
 - (d) During the month of April or May, develop a preliminary budget for the next fiscal year. Compile information from Multiple District Office staff, Multiple District Office Review Committee Chair, and Multiple District Treasurer.
 - (e) At the first Council of Governors meeting of the year, present a Multiple District budget for the current fiscal year to the Council of Governors for final adoption.
 - (f) Review bank accounts, investments, and the disbursement and transfer of funds.
 - (g) Periodically review all financial policy and makes recommendations to the Council of Governors for any change. Request the Council of Governors to engage independent counsel for advice should the need be identified.

B. Office Operations Function

Duties - The Committee shall conduct an annual performance review of the Multiple District Office and staff; review all management, control of business procedures and fixed assets of the Multiple District.

- (a) The Committee shall meet with the staff at the beginning of each fiscal year for orientation, and at least ninety (90) days prior to the Annual Convention of each year, or at the request of the seated Council.
- (b) The Committee shall designate the fiduciary institution for the Multiple District funds; make recommendations to Council for any changes to office operations, to include employees and establishment or adjustments in the annual compensation for each employee.
- (c) Any changes requiring a vote by the delegates to the Multiple District Annual Convention must be sent to the Constitution and By-Laws Committee more than

ninety (90) days prior to the Multiple District Annual Convention in order to be presented to Council for its approval and be presented to the delegation at the Multiple District Annual Convention for adoption.

C. Audit Committee Function

- 1. Objective** — To assist the Council of Governors in fulfilling its oversight responsibility relating to the integrity of the financial statements and financial reporting, the annual audit of the financial statements, compliance with legal and regulatory requirements, accounting systems and internal controls, and fulfillment of other responsibilities set out herein.

The Vice Chairperson of the Finance and Operations Committee shall serve as Chairperson of the Audit Committee. The committee shall be composed of the current fiscal year Finance and Operations Committee and a current First Vice District Governor.

- 2. Duties** — The committee shall:

- (a) Upon close out of the previous fiscal year financial accounts, conduct a thorough review of the financial statements covering the preceding fiscal year. The review shall be conducted in accordance with routine analytical accounting procedures to the best of the committee's knowledge. The review and report should be completed no later than March 15 of the current fiscal year.
- (b) Review bank accounts, investments, and the disbursement and transfer of funds.
- (c) Periodically, in conjunction with the Finance and Operations Committee, review all financial policy and makes recommendations to the Council of Governors for any change.

- D. Meetings** - The committee shall meet as often as necessary to perform its duties as prescribed in this policy. The chairperson may call a meeting at any time as he/she deems advisable. Other committee members may request meetings through the chairperson of the committee.

- E. Reporting** - The committee shall prepare a report of findings and recommendations for submission to the Council of Governors as set out herein.

HISTORICAL COMMITTEE

The Historical Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment for his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

RESPONSIBILITIES

1. The Historical Committee shall accumulate such materials as are pertinent to the creation of a historical account of Lionism in Alabama and shall continue to add to said historical account as events of significance occur such as State Conventions, International Officer Campaigns, Election of International Officers, Alabama Lions State Projects, etc.
2. Assemble the history of the respective Districts and clubs, so that each year the committee can assemble an accurate and comprehensive history of Lionism in the Multiple District.

INFORMATION TECHNOLOGY COMMITTEE

The Information Technology Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make the appointment from his District and confirm that the member will serve in time to report the assignment at the first Council of Governors meeting. The Council of Governors, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

Information Technology is concerned with the use of technology in managing and processing information, especially in large organizations. In particular, information technology deals with the use of computers and computer software to convert, store, protect, process, transmit, and retrieve information. Additionally, Lions have discovered that the Internet is a useful tool for conducting club and district business as well. Calendars, contacts, newsletters, announcements, meeting agendas, training and recruitment opportunities can all be available on Web sites.

RESPONSIBILITIES

The Information Technology Committee shall assist the multiple district, clubs and Lions members in:

1. Understanding and incorporating the use of modern technology in the club to include: use of computers, use of the internet, use of email, developing a club web site, transmitting information electronically to Lions Clubs International, and use of the LCI membership web site (WMMR) for club administrative functions.
2. Transmitting club monthly membership data and club activity reports to LCI and appropriate district officers.
3. Assist in the development and maintaining of the Multiple District web page and the content of information for distribution to those viewing the web site.
4. Conduct workshops on Information Technology at leadership training institutes and multiple district conventions.

INTERNATIONAL CONVENTION COMMITTEE

The International Convention Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment for his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chair and Vice-Chair of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

In the event the Chair for any reason cannot or does not efficiently and to the best interest of Lionism perform the duties of Convention Chair, or in the event the office for any reason becomes vacant, the Council shall appoint a successor to serve for the unexpired term.

The Committee will hold their first meeting within sixty (60) days after their appointment and hold subsequent meetings as deemed necessary.

The International Convention Committee shall:

1. Be responsible for Alabama Lions participation in the International Convention in cooperation with Lions International.

Multiple District Office will mail flyers to all Club Presidents, Secretaries, Past District Governors and Present and Past International Officers, (optional committee expense)

- a. Arrange for Charter or special transportation to the International Convention, (optional) Tours etc. must be cleared through International Office.

2. Chairman should designate responsibilities of Committee members.

3. Prepare a budget of anticipated income and expenses for Council approval to include:

- a. Cost of breakfast
- b. Determine if participants will pay part of breakfast cost.
- c. Cost of gifts for District Governors Elect and International Family.
- d. Hospitality Room
- e. Trading pins for District Governors Elect and others approved by the Council.
- f. Band expenses
- g. Cost of printing - flyers, breakfast program, tickets
- h. Alabama Lions Caucus
- i. Committee expenses

4. Parade. Encourage Lions to participate

- a. Determine parade dress
- b. Arrange for flags, banners, etc., to be at parade site.
- c. File necessary paperwork with Lions International pertaining to parade for both the marching delegation and band
- d. Furnish direction to parade assembly area and time to assemble.
- e. Cooperate with band if they are participating in parade.

5. Gifts to District Governor Elects and International Family (if appropriate).
 - a. Secure approval of Council of a gift and cost.
 - b. Purchase gifts and arrange to transport to the Alabama Convention Hotel.
 - c. Arrange for distribution of gifts.

6. Breakfast.
 - a. Program
 - b. Cost of meal and guarantee needed
 - c. Prorate cost to attendees
 - d. Head table arrangements
 - e. Make arrangements at Alabama Lions Hotel or other suitable site if necessary
 - f. Guest invitations
 - g. Entertainment
 - h. Print tickets

7. Hospitality Room
 - a. Make arrangements with Headquarters Hotel
 - b. Gifts, favorers and other items for give aways.
 - c. Cost
 - d. Staffing
 - e. Scheduling times to be open
 - f. Post information about events.

8. Caucus
 - a. Make arrangements for site and physical set up.
 - b. Notify candidates of time and place
 - c. Chaired by Council Chairman or Vice-Chairman if Council Chair not present.
 - d. Have candidates escorted to podium
 - e. Set time allowed for each candidate

9. Final Financial Report and Transfer of funds to MD-34 State Office.

Within sixty (60) days after the conclusion of the fiscal year forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts.

Make a report at first Council meeting after International Convention to become a part of the Multiple District Convention minutes. Transfer excess income over expenses to Council.

No member of this Committee has the authority to make contracts that obligates the Lions of Multiple District 34 without the written authority of the Council.

LEO CLUB COMMITTEE

The Leo Club Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice- Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

RESPONSIBILITIES

The Leo Club Committee shall promote Leo Club formation and inform Lions Clubs of the following organizational requirements:

1. Stress the underlying philosophies of the Leo Club Program which are:
 - to offer young people the opportunity to help others through organized and productive service activities.
 - to provide young people with the opportunity to develop leadership abilities.
 - to alert young people to the circumstances of persons who are less fortunate than themselves.
 - To promote service activities among the youth of the community which will develop the individual qualities of Leadership, Experience and Opportunity. To unite its members in friendship, fellowship, and mutual understanding.
2. Distribute information to explain the responsibilities of Leo Club sponsorship. Explain that every Leo club must have an advisor. This advisor must be a Lion who enjoys working with young people. School-based Leo clubs often require a teacher or school administrator to serve as co-advisor.
3. Provide information on obtaining a Leo Club Organization Kit (Kit 830) from the Youth Programs Department at International Headquarters.
4. Sponsoring a Leo club also involves a financial obligation. The Leo club organization fee is an annual US\$100.
5. New Leo Clubs may operate in conjunction with a local school, church, or other community group. Often, outside agencies require the appointment of their own club leader or advisor. This agency must agree to fulfill Leo Club Program responsibilities.

LIONS CLUBS INTERNATIONAL FOUNDATION COMMITTEE

The Lions Clubs International Foundation (LCIF) Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from his/her District and to confirm that he/she will serve. The Council, at its first meeting, will appoint a Chairman and a Vice Chairman for this Committee. The committee may recommend or review grant applications submitted to LCIF on behalf of the Multiple District, Districts, or Lions entity as requested.

GENERAL DESCRIPTION

Lions Clubs International Foundation (LCIF) is the charitable arm of Lions Clubs International. LCIF meets vital needs of humanity that are beyond reasonable capabilities of local Lions acting alone. LCIF receives grant applications from all parts of the world where Lions have taken the initiative in solving problems beyond their local financial means. The Foundation makes certain that all donated monies are channeled into well-planned and controlled projects. LCIF is governed by a Board of Trustees totaling 21 members. The Immediate Past International President serves as Chairman. This Board meets three times each year and reviews all grant applications that meet the Foundation's grant criteria and regulations. Current grant categories include:

Matching grants (previously called standard grants) are large-scale humanitarian projects that address unmet needs. The project must serve a large population. Grants awarded are between US\$10,000 and US\$100,000.

SightFirst grants target preventable and reversible blindness worldwide but particularly in developing countries. Lions have built or upgraded hundreds of Lions eye hospitals, trained eye health care workers and provided sight-saving surgeries.

District & Club Community Impact Grants are available from local club donations may be made throughout the year, and grants can be applied for in the following Lions year. The District & Club Community Impact Grant requires a US\$5,000 minimum donation for clubs and a US\$10,000 minimum donation for districts. The minimum donation must be achieved within the fiscal year (i.e. July 1 – June 30).

Specific Grant Programs that support the global causes of LCIF Diabetes, Hunger, Environment, Vision, Childhood Cancer, and Youth.

Emergency grants provide up to US\$10,000 for districts affected by a natural disaster that affects at least 100 people, including tornados, hurricanes, floods, and typhoons. LCIF typically awards over \$2 million in emergency grant funding each year for immediate disaster relief.

Designated grants represent restricted funds that LCIF handles for donors supporting a particular cause. Money is spent solely as directed; funds are not applied to the general humanitarian grant fund. Recent designated funds include tsunami, Hurricane Katrina, and the Lions' measles initiative.

LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee is composed of one member from each District in Multiple District 34. It shall be the duty of the District Governor to appoint a member from his District and confirm he/she will serve. The Council, at their first meeting, shall appoint a Chairperson and Vice Chairperson of the committee.

RESPONSIBILITIES

1. Purpose - There shall be a Long-Range Planning Committee which shall meet with the Council at their second meeting and at such times as called by the Chair. This Committee shall formulate long range recommendations to the Lions of Multiple District 34 on any long-range goals that are continuing or goals in increments of 3-5-10 years and make a final report at the Multiple District Annual Convention.

2. Membership - Membership of this Committee shall be comprised of the Immediate Past District Governors and current District Governors for a one-year term, with three additional members from each district to serve a term of 3 years on a rotation basis. Past International Officers and Directors shall be ex-officio members. The Chair and Vice Chair shall be appointed by the Multiple District Council at the first meeting of the Multiple District Council.

3. Redistricting - In the event of a redistricting of any Districts of MD-34, the Council shall call a special meeting to appoint an Ad Hoc Redistricting Committee and designate a Chair to work in conjunction with the Long-Range Planning Committee in formulating changes to sub-district boundaries. Additionally, a Nominating Committee from any such new District territories shall be appointed to receive nominations of Candidates for the office of District Governor for such new District(s). The Nominating Committee Chair shall preside at the Multiple District Convention meeting at which such new District Governor(s) shall be elected. The qualifying and election of each District Governor(s) for the District(s) shall be in accordance with all applicable provisions of the MD-34 Constitution and By-Laws.

The Long-Range Committee may make recommendations during the year to the Council on matters the committee feels will strengthen Lionism in Alabama, leading to growth in membership, as well as better community relations, and help to further the Lions motto "We Serve" throughout Alabama.

MULTIPLE DISTRICT ANNUAL CONVENTION COMMITTEE

There shall be a Multiple District. Convention Committee, the purpose of which shall be to make studies and recommendations as the Committee deems necessary regarding the selection of a site for the Multiple District Convention including financial and other convention arrangements.

(a) The Multiple District Convention Committee shall be composed of one member from each District in the Multiple District who may serve for more than one year. The Council shall appoint a Chair and Vice Chair. Each year, additional members (not to exceed two), who reside in the District where the Convention is to be held, shall be appointed by the Committee. Each additional member of the Committee shall serve for one year.

(b) The duties of the Committee shall be to promote the Convention and to provide the facilities for the program which is prepared by the Council and to make all other arrangements for special events, to provide the gift (on approval of the Council) for the visiting guest speaker, to make necessary arrangements for the speaker's room, provide transportation for the speaker to and from the airport, and such other duties as are necessary, including the printing of the program and hospitality books, registrations and any other items necessary for the successful operation of the Convention.

RESPONSIBILITIES

1. Meet with the Hotel and determine:

- (a) Arrange for a meeting with the Hotel/Motel management to determine room rates for single, double and suites; arrive at number of gratis rooms and suites and menus for selection of breakfast, lunch, and dinner meals. (NO MEMBER OF THIS COMMITTEE HAS THE AUTHORITY TO MAKE CONTRACTS that obligate the Lions of Multiple District 34 without written authority of the Council.)
- (b) Availability of parking and cost, if not gratis.
- (c) Secure necessary meeting and banquet space.
- (d) Arrange for sufficient sleeping rooms to handle the convention.

2. Prepare budget of anticipated income and expenses and present to the Council. The budget should include:

- (a) Anticipated income from Hospitality books.
- (b) Cost of Meals
 - 1. Friday Evening event

2. Saturday Night Banquet
3. Sunday Luncheon

(c) Cost of printing

- | | |
|----------------------|----------------------|
| 1. Programs | 4. Necrology Program |
| 2. Hospitality books | 5. Flyers |
| 3. Delegate Cards | 6. Mailing Cost |

(d) Other Expenses to include:

- | | |
|---|-------------------------------------|
| 1. Flowers-head table | 6. Entertainment |
| 2. Speaker Expense | 7. Entertainment of Spouse |
| 3. Speaker Gift | 8. Special transportation if needed |
| 4. Convention badges | |
| 5. Committee Expense in accordance with Policy Manual | |

3. Recommend to the Council menus and cost of meals to be served at meal functions:

- (a) Have alternate suggestions to present
- (b) Seated or buffet meals

4. Make necessary arrangements for a successful Convention

- (a) Have Host Committee Members work with Hotel/motel on room reservations with notice sent to those registered.
- (b) Flyers to all Clubs, District Governors, Past and Present International Officers, Editor of *THE ALABAMA LION* Newsletter, and Past District Governors.
 - i. Cost of rooms, single, double, and suites
 - ii. Cost of Hospitality Books
 - iii. Spouse Entertainment
 - iv. Highlights of program, including information of the Guest Speaker
 - v. Any pertinent information concerning registration.

5. Set Head table seating arrangement according to Lions Clubs International protocol. (Multiple District Office will assist)

6. Arrange for meeting space for:

- (a) Council meeting
- (b) Alabama Lions Sight Conservation Association, Inc. meeting
- (c) District meetings
- (d) Committee meetings
- (e) Seminars and exhibits

7. Final Financial Report

Within sixty (60) days after the conclusion of the Annual Convention, forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, vouchers, invoices, paid receipts and other expenses items for the Multiple District Auditor. Make a Financial report at the first Council meeting after the Annual Convention. The audited

report becomes a part of the Multiple District Annual Convention minutes. To do an audit, the Auditor requires that you use a bank who returns canceled checks.

MULTIPLE DISTRICT GLOBAL LEADERSHIP TEAM

GLT - Multiple District: Each multiple district has a GLT, comprised of a Multiple District GLT Coordinator, the Council Chairperson, and additional leadership development—minded Lions (3 maximum). The GLT-MD will work in cooperation with the GMT-MD. GLT Multiple District Coordinators and other team members are appointed by Council of Governors, in consultation with the GLT Area Leader and Council Chairperson.

GLT - District: Each district has a GLT, comprised of a District GLT Coordinator and the District Governor Team, with the Second Vice District Governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. The GLT-D will work in cooperation with the GMT-D (DG Teams are core members of both GLT and GMT at the district level). GLT District Coordinators and other team members are appointed by District Governor, in consultation with the GLT Area Leader, GLT Multiple District Coordinator (where applicable) and First and Second Vice District Governors.

GLT- Multiple District: GLT Multiple District Coordinator Responsibilities

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

GLT- Multiple District: GLT Multiple District Coordinator Responsibilities

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

Collaboration: GMT & GLT

Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service in an effort to fulfill our mission, We Serve. This is the reason behind the establishment of the Global Membership Team (GMT) and the Global Leadership Team (GLT). Together, these two teams have three basic goals:

- Continued membership growth
- Improved club success
- Enhanced leadership quality

While the GMT and GLT are two independent parallel teams, the positive impact of each will only be maximized through a collaborative effort.

MULTIPLE DISTRICT GLOBAL MEMBERSHIP TEAM

The MD-GMT is composed of a GMT MD coordinator, the council chairperson and additional service/membership development minded Lions. The GMT MD works in cooperation with the MD-GLT.

The GMT MD coordinator will develop two teams of three to four Lions each that will support the District Membership & Club Growth Team and the Club Success Team. These Multiple District Teams are appointed for a three-year term and appointed by the council of Governors in consultation with the GMT MD coordinator and the GMT area leader. These appointments are renewable annually or removable by the International President.

GMT Multiple District Coordinator

The major responsibilities of GMT multiple district coordinators include area analysis, goal setting/action plan development, communication, and collaboration - all guided by a strategic plan. The success of the GMT Multiple District Team will depend upon its ability to work with others — those in charge of service and membership at the district, zone, region, and club levels — as well as those responsible for leadership and training. Strong GMT Multiple District Team should have trained and motivated leaders, cooperation and collaboration, respect and acceptance, and a strategic plan which includes:

- Data analysis
- Membership and service goal setting and action planning
- Scheduled communication

GMT District Team

The GMT district/single district is composed of a GMT district coordinator and the District Governor Team. The GMT district coordinator works in cooperation with the GLT district coordinator. GMT district coordinators are appointed by the District Governor Team (district governor, first vice district governor, second vice district governor) in consultation with the GMT MD coordinator. In the case of the single district, the GMT area leader's input will be considered in place of a GMT MD coordinator.

The GMT district coordinator will develop two teams of three to four Lions each that will be the Membership and New Club Growth Team and the Club Success Team. These two teams are appointed for a three-year term, appointed by the DG Team in consultation with the GMT multiple district coordinator and the GMT district coordinator. These appointments are renewable annually or removable by the international president.

Membership and New Club Growth Team Responsibilities

- Identifies opportunities for building new clubs.
- Encourages outreach to new members.
- Identifies candidate clubs for Club Excellence Process (CEP).

Membership and New Club Growth Team Specialists

- CEP Specialist
- Club Builder Specialist
- Family & Women's Specialist
- General Specialist
- Special Interest Specialist
- Young Adult Specialist

Club Success Team Responsibilities

- Focuses on engaging Lions in community service projects and identifying new opportunities.
- Promotes service activity reporting. (Reported service activity information now appears on Lions club locator page along with e-Clubhouse links, Leo links and branch links.)
- Where appropriate, encourages use of the President's Retention Campaign.
- Supports clubs who have participated in the Club Excellence Process (CEP)
- Fosters healthy clubs to maintain and engage membership and assists in the rebuilding of struggling clubs.

Club Success Team Specialists

- CEP Follow-Up Specialist
- Community Service Specialist
- General Specialist
- Member/Membership Satisfaction Specialist
- Mentoring Specialist
- President's Retention Campaign Specialist
- Publications Specialist
- Rebuilding Specialist
- Service Reporting Specialist
- Technology Specialist

Members appointed to the Membership and New Club Growth Team and Club Success Team should be action-oriented leaders with proven experience in service activities and membership development.

Zones/Regions/Clubs

The GMT MD, district/single district, zones, regions, and clubs work together through:

- Ongoing communication of opportunities and goals presented by GMT leadership to zone, region, and club leaders
- Ongoing communication of local service and membership data presented by zone, region, and club leadership to GMT leadership
- Utilization of established communication vehicles and reports (i.e. district newsletter, calendar, electronic reminders, club newsletters, etc.)
- Promotion of LCI membership resources

Collaboration: GMT & GLT

Membership development is important if Lions Clubs International is to meet the ever-increasing needs of our communities. Effective leadership offers our members critical information, guidance, and motivation to provide quality, relevant service. Both membership growth and leadership are vitally important to our continued ability as Lions to provide needed community service in an effort to fulfill our mission, "We Serve." This is the reason behind the establishment of the Global Membership Team and the Global Leadership Team. Together, these two teams have three basic goals:

- Continued membership growth
- Improved club success
- Enhanced leadership quality

While the GMT and GLT are two independent parallel teams, the positive impact of each will only be maximized through a collaborative effort.

Steps for Strategic Planning

Strategic planning should be a deliberate and thoughtful process. The council of governors and the GMT Multiple District Team should schedule meetings to analyze service and membership data, district trends, and to set goals and action plans for the multiple district based on current and historical membership data.

MULTIPLE DISTRICT GLOBAL SERVICE TEAM

Over the last 100 years, the kindness of Lions and Leos has multiplied across borders, oceans, and continents. With over 1.4 million members, we now have an opportunity to truly change our world. That's why we're uniting our global service around five areas of need. These Global Causes present significant challenges to humanity, and we believe it's our turn to meet them.

MULTIPLE DISTRICT LEADERSHIP CONFERENCE COMMITTEE

There shall be a Multiple District Leadership Conference Committee, the purpose of which shall be to make studies and recommendations regarding the selection of a site for the Multiple District Leadership Conference including financial and other conference arrangements.

- (a) The Multiple District Leadership Conference Committee shall be composed of one member from each District in the Multiple District who may serve for more than one year. The Council shall appoint a Chair and Vice Chair. Each year, additional members (not to exceed two), who reside in the District where the Leadership Conference is to be held, shall be appointed by the Committee. Each additional member of the Committee shall serve for only one year.
- (b) The duties of the Committee shall be to promote the Leadership Conference and to provide the facilities for the program, which is approved by the Council, and to make all other arrangements for events, including the printing of the program and hospitality books, registrations and any other items necessary for the successful operation of the Leadership Conference.

RESPONSIBILITIES

1. Facilitate the program of events and curriculum as provided by the Multiple District Global Leadership Team.
2. Meet with the Hotel and determine:
 - (a) Determine room rates for single, double and suites; arrive at number of gratis rooms and suites and menus for selection of breakfast, lunch and/or dinner meals. (NO MEMBER OF THIS COMMITTEE HAS THE AUTHORITY TO MAKE CONTRACTS that obligate the Lions of Multiple District 34 without written authority of the Council.)
 - (b) Availability of parking and cost, if not gratis.
 - (c) Secure necessary meeting and banquet space.
 - (d) Arrange for sufficient sleeping rooms to handle the conference.
3. Prepare budget of anticipated income and expenses and present it to the Council.
4. Recommend to the Council menus and cost of meals to be served at meal functions.
5. Make necessary arrangements for a successful Conference to include publicity and promotion to all clubs.
6. Submit final financial report to the Council. Within sixty (60) days after the conclusion of the Conference, forward to the Multiple District Office a complete statement of all income and expenses including canceled checks, invoices, paid receipts, and other expenses items. Make a Financial report at the first Council meeting after the Conference. To do an audit, the Auditor requires that you use a bank who returns or provides an image of canceled checks.

NECROLOGY COMMITTEE

The Necrology Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

RESPONSIBILITIES

The Necrology Committee shall prepare and conduct a Necrology Ceremony to be held at the Multiple District Annual Convention which shall include:

1. An appropriate recognition of deceased Lions
2. Appropriate music
3. An address directed to those in attendance memorializing deceased Lions.
4. A printed program of the service to be conducted.
5. And other arrangements deemed appropriate and approved by the Council.

Lions Clubs International sends a list of deceased members to each District Governor; however, the list may include deceased Lions from the previous fiscal year. The committee should review the list and ensure that all deceased Lions not recognized since the previous Annual Convention are included in the necrology service

OPPORTUNITIES FOR YOUTH COMMITTEE

The Opportunities for Youth Committee is composed of one member from each District in the Multiple District. It shall be the responsibility of each District Governor to make the appointment from his District, and confirm that the member will serve, in time to report the assignment at the first Council meeting. The Council, at their first meeting, will appoint the Chairman and Vice-Chairman of the Committee. Meetings of the Committee will be held as deemed necessary and on call of the Chairman of the Committee.

RESPONSIBILITIES

Lions Opportunities for Youth Committee shall promote youth activities within the Multiple District and encourage clubs to sponsor and participate in the youth activity program adopted by the Multiple District and Lions Clubs International. Examples of such activities include:

Lions International Peace Poster Contest: Lions clubs sponsor this art contest for students, ages 11-13. The Lions International Peace Poster Contest provides youth with an opportunity to artistically share their vision for peace. Contest Rules & Conditions are found in the Peace Poster kit provided by Lions Clubs International.

The grand prize winner receives a trip for him or herself and two family members and the sponsoring Lions club president to the award ceremony.

Lions Clubs International Youth Exchange: Sponsored by a Lions club, young people (between the ages of 15 and 21) travel to another country to learn about another culture. Exchanges last between four and six weeks and can occur in any of the more than 190 countries in which Lions clubs exist. Often, exchanges also participate in a Lions Clubs International Youth Camp.

Lions Clubs International Youth Camp: Lions clubs sponsor young people (between the ages of 16 and 22) to attend Lions club, district, or multiple district-sponsored youth camps. Each year, there are approximately 100 Lions camps organized around the world.

Lions Young Leaders in Service Awards: Lions Clubs International will issue a congratulatory letter from the international president and a certificate to each nominee who completes 50 hours of community service (silver seal certificate) or 100 or more hours of community service (gold seal certificate).

RESOLUTIONS COMMITTEE

The Resolutions Committee is composed of one member from each District in MD-34. It shall be the responsibility of each District Governor to make this appointment from his (her) District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council, at its first meeting, will appoint the Chairman and the Vice Chairman of this Committee. The Committee shall present all Resolutions approved by the Council at the Multiple District Annual Convention and shall meet at such other times as is deemed necessary.

RESPONSIBILITIES

The Resolutions Committee shall:

1. Prepare Resolutions for presentation at the Multiple District Convention regarding:

- (A) Hotel or Motel for hospitality extended
- (B) International or guest speaker
- (C) Multiple District Convention Committee
- (D) Official of City (if invited and attends)
- (E) Others as deemed necessary

2. Prepare Resolutions for presentation to the Multiple District Convention regarding financial matters and withdrawals from the Reserve Fund. Money Resolutions must be mailed to all Clubs at least thirty (30) days prior to the Annual Convention.

3. Resolutions are prepared by the Multiple District Office staff on direction of the Council and the Resolutions Committee.

4. Resolutions will be sent to all Committee Members and the Chair, or his/her designee, who shall present the Resolutions at the Annual Convention.

RULES COMMITTEE

The Rules Committee is composed of one member from each District in the State. It shall be the responsibility of each District Governor to make this appointment from his District and confirm that the member will serve in time to report the assignment at the first Council meeting. The Council at their first meeting will appoint the Chairman and Vice-Chairman of this Committee. The Committee shall meet as often as deemed necessary. The Committee shall report to the Council at the regular scheduled Council Meeting prior to the Annual Convention any recommendations and special rules to be adopted for implementation governing the rules and procedures of the Convention.

RESPONSIBILITIES

The Rules Committee shall:

1. Recommend the Rules of procedure for the Multiple District Convention to the Council.
2. Prepare the adopted rules of procedure in such form as to be presented to the Multiple District Convention.
3. Have a copy of ROBERT'S RULES OF ORDER NEWLY REVISED available to be used when needed.