

**LIONS OF ALABAMA  
MULTIPLE DISTRICT 34, INC.**

**POLICY MANUAL**



April 26, 2025 jfm

## **CHAPTER I AWARDS**

The Multiple District Office shall notify each District Governor, on or before February 15, of the criteria for the Tom Jones Lion of the Year and the Roderick Beddow Outstanding Club Award and request the District Governors to forward the selections of the District Lion of the Year and the District Outstanding Club Award as nominations for each 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 Chair of the Tom Jones Lion of the Year Award and the Roderick Beddow Outstanding Club Award committees shall contact each committee member regarding their selection on a vote basis of three points for first place, two points for second place, and one point for third place. The Chair shall notify the Multiple District Office of the nominee receiving the most points on or before June 1.

The selection of the Aubrey D. Green Humanitarian Award shall be made at a committee meeting to be held in the Multiple District Office or at a convenient location to all members of the committee. The committee may consider nominees submitted within the past five (5) years in selecting a recipient. The Multiple District Office shall be notified of the committee selection at least 45 days prior to Multiple District Convention.

The William C. Chandler Award for Club Membership Growth is a statistical award for club membership growth and requires no committee.

**Section 1 District Lion of The Year Award** - This award shall be presented annually under criteria developed by the Multiple District Council. A Committee appointed by the District Cabinet shall select the recipient. The service of a District Governor during his/her term of office shall not be considered in selecting the award recipient.

**Section 2 Tom Jones Lion of the Year Award** - This award shall be presented annually under criteria developed by the Multiple District Council and a Committee appointed by the Multiple District Council shall select the recipient. The District Lion of the Year recipients for each District of MD-34 shall automatically be nominated for selection.

**Section 3 District Outstanding Club Award** - This award shall be presented annually to the outstanding Club in each District under criteria developed by the Multiple District Council. A Committee appointed by the District Cabinet shall select the recipient.

**Section 4 Roderick Beddow Outstanding Club Award** - This award shall be presented annually to the outstanding Club in Multiple District 34 under criteria developed by the Multiple District Council and a Committee appointed by the Multiple District Council shall select the recipient. The District Outstanding Club Award recipients for each District of MD-34 shall automatically be nominated for selection.

**Section 5 Aubrey D. Green Award** - This award shall be presented annually at the Multiple District Annual Convention to a **non-Lion** citizen of Alabama or a person who is native of Alabama who has made a significant contribution to a better community, state and nation through their personal, business or professional life under criteria developed by the Multiple

District Council and the recipient shall be selected by a Committee appointed by the Multiple District Council.

**Section 6 William C. Chandler Award** - This award shall be presented annually to the Clubs in Multiple District 34 with the highest percentage membership gain on the basis of beginning membership as of July 1 and closing membership as of June 30 as shown on the Membership Register of Lions Clubs International.

There shall be three awards, with one to the Club with the highest percentage gain with a beginning membership of nineteen (19) or less, one with the highest percentage gain with a beginning membership of twenty (20) to a closing balance of forty-nine (49), and one with the highest percentage gain with a beginning membership of fifty (50) or more.

**Section 7 George C. Spence Humanitarian Award** - This award may be presented annually at the Multiple District Annual Convention by Alabama Lions Sight Conservation Association, Inc., to an ophthalmologist or someone in the eye-care field, who has been supportive of Alabama Lions Sight Conservation Association, Inc. Presentation of the Award shall be made at the Alabama Lions Sight Conservation Association or at the Multiple District 34 Annual Convention.

It shall be the responsibility of the Association to name the recipient, to prepare the plaque for presentation and to incur all financial obligations for the award. The President of Alabama Lions Sight Conservation Association, Inc. or his/her appointee shall make the presentation of the award.

**Section 8 Alabama Lions Hall of Fame** - The Alabama Lions Hall of Fame was established to honor Lions in Multiple District 34 who have distinguished themselves through dedicated, unselfish service and have made noteworthy contributions to Lionism. An Alabama Lions Hall of Fame induction ceremony may be held annually at the Multiple District Annual Convention.

**Section 9 Presentation of Awards** - No awards shall be presented in any year in which less than two (2) nominations are submitted unless otherwise provided.

The expense of presenting the Tom Jones Lion of the Year Award, the Roderick Beddow Outstanding Club Award, the Aubrey D. Green Humanitarian Award, and the William C. Chandler Award shall be paid from the Multiple District 34 Council Administrative Fund. Unless as otherwise provided for in the MD-34 Constitution and By-Laws or MD-34 Policy Manual, any and all other awards as determined by the Council of Governors, shall be provided for and presented by the sponsoring organization.

## **CHAPTER II CLUBS**

### **A. District Composition**

The Multiple District shall consist of three (3) Districts, A, B, and C, all within the state of Alabama.

(1) District 34-A shall consist of Clubs located within the boundaries of the counties of: Blount, Cherokee, Colbert, Cullman, DeKalb, Etowah, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, and Winston.

(2) District 34-B shall consist of Clubs located within the boundaries of the counties of: Autauga, Bibb, Calhoun, Chambers, Chilton, Clay, Cleburne, Coosa, Elmore, Fayette, Greene, Hale, Jefferson, Lamar, Lee, Perry, Pickens, Randolph, Shelby, St. Clair, Talladega, Tallapoosa, Tuscaloosa, and Walker.

(3) District 34-C shall consist of Clubs located within the boundaries of the counties of: Baldwin, Barbour, Bullock, Butler, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Escambia, Geneva, Henry, Houston, Lowndes, Macon, Marengo, Mobile, Monroe, Montgomery, Pike, Russell, Sumter, Washington, and Wilcox.

### **B. OBLIGATIONS OF CHARTERED CLUBS**

The obligations of each chartered club shall be as follows:

- a. To hold regularly scheduled meetings or events.
- b. Except as otherwise provided herein, to collect from each member minimum annual dues to cover international and district (single, sub-and multiple) dues and such other expenses as are necessary for club administration.
- b. To encourage and motivate regular participation in club activities.
- d. To conduct activities for the advancement of the civic, cultural, social or moral welfare of the community and for the promotion of international understanding.
- e. To report monthly to International Office such information as may be called for by the board of directors of the association.
- f. To report to the International Office the financial condition of the club upon request.
- g. To elect officers, annually, not later than April 15, whose terms of office shall commence on July 1 following their election.

- h. To thoroughly investigate the background of all persons proposed for membership in the community where the proposed individual resides or has a place of business or is employed.
- i. To uphold, preserve and enhance the image of The International Association of Lions Clubs.
- j. To abide by the policies and requirements as determined by the International Board of Directors.
- k. To further the Lions Clubs International Purposes and Lions Code of Ethics.
- l. To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure determined by the International Board of Directors.

## **C. CLASSIFICATIONS**

### **1. Good Standing**

A club in good standing is one:

- a. Which is not in “status quo or financial suspension”;
- b. Which operates in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;
- c. Which has:
  - (1) District (Single, Sub-and Multiple) dues and fees paid in full; and
  - (2) No unpaid balance of international dues and fees greater than U.S.\$10, outstanding more than thirty (30) days; and
  - (3) No unpaid Lions Club International account balance greater than U.S.\$50, outstanding more than ninety (90) days

### **2. Status Quo**

Status Quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. The Executive Administrator and divisions as designated by the Executive Administrator, acting on behalf of the International Board of Directors, has authority to place a Lions club in status quo or release it from status quo. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

## **CHAPTER IV COMMITTEES**

### **A. STANDING COMMITTEES**

The following committees shall be appointed by the Council at their first meeting:

- Alabama Lions High School All-Star Band
- Alabama Lions Trading Pin and Banner
- Audit
- Awards Committee
- Constitution and By-Laws
- Credentials
- Elections
- Finance and Operations
- Historical
- Information Technology
- International Convention
- Leo Club
- Lions Clubs International Foundation (LCIF)
- Long Range Planning
- Multiple District Annual Convention
- Multiple District Global Extension Team
- Multiple District Global Leadership Team
- Multiple District Global Marketing Team
- Multiple District Global Membership Team
- Multiple District Global Service Team
- Multiple District Fall Leadership Conference
- Necrology
- Opportunities for Youth Programs
- Resolutions
- Rules

### **B. COMMITTEE COMPOSITION**

Each District shall have at least one representative on each Multiple District committee. Each committee shall include a Multiple District Chair and Vice Chair in addition to the district representatives. No Lion shall serve as Chair of more than one Multiple District Committee with the exception of the Multiple District Annual Convention Chair and the International Convention Committee Chair.

The Council of Governors may, at its discretion, increase the number of representatives from each district on any multiple district standing committee as conditions may warrant. It is the intent of this provision that each district of the multiple district be equally represented on all standing committees appointed by the council. If, however, a vacancy occurs for whatever reason, in a position on any standing committee of the multiple district and the represented sub-district is unable to provide a replacement member, the Council of Governors shall have the authority to fill the unexpired term with any qualified Lion within the multiple district.

There shall be only one Parliamentarian, however Assistant Parliamentarians may be appointed.

### **C. EXPENSES**

Expenses for attendance at Council Meetings by any Committee Chair specifically requested to attend by the Council may be reimbursed at the discretion of a majority of the Council with funds from the Council Administrative Fund and in accordance with "Rules of "Audit" of Lions Clubs International.

### **D. OTHER COMMITTEES**

The Council may appoint other committees and shall designate the Chair and Vice Chair of each committee appointed by it. The Council shall have power to fill all vacancies in any committee so appointed.

## **CHAPTER V CONSTITUTION & BY-LAWS**

### **SUPREMACY OF STANDARD FORMS AND MULTIPLE DISTRICT-34 POLICY MANUAL**

The Lions of Alabama shall and hereby does declare as policy that with respect to any matter of district (sub or multiple) operation which is not covered by the Constitution and By-Laws of the respective district (sub or multiple) and is covered by the Standard Form (single or multiple district) Constitution and By-Laws, that the provisions of the latter shall govern and control.

The Lions of Alabama shall and hereby does declare as policy that with respect to any matter of Multiple District-34 operations which is consistent with the International Constitution and By-Laws and is not covered by the Constitution and By-Laws of the Multiple District and is covered by the Multiple District-34 Policy Manual, that the provisions of the latter shall govern and control.



## **CHAPTER VI CONVENTIONS**

**A. MULTIPLE DISTRICT CONVENTION** - The Council shall arrange a program for the Multiple District Convention, and the same shall be the order of the day for all sessions.

### **B. SUB-DISTRICT CONVENTION**

#### **Section 1. District Convention Date and Delegate Certification**

(a) Each District shall hold a Convention, designated for the nomination and election of the District Governor, First, and Second Vice each year. The District Convention may be held at a date and place as chosen by the District Governor, or at a date in October, February, or March, to be determined in consultation with the District Cabinet. No more than two (2) Districts from this Multiple District shall hold Conventions on the same dates where an International Officer has been scheduled to be the guest speaker.

**Section 2. TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

**Section 3. CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired up to fifteen (15) days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

**Section 4. QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

**Section 5. SPECIAL CONVENTION.** A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time,

place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention. The registration fee for the Convention shall be nominal for the purpose of paying expenses of the Convention.

(b) Delegates and Alternate Delegates must be certified by each District Credentials Committee in the time frame as established by the District Governor. There shall be a Registration Fee and single meal ticket (sold at the cost of meals) set by the District Governor.

### **C. DISTRICT CONFERENCE TIME AND SITE**

Each District may hold a Conference in the District at a time and place to be approved by the District Cabinet, for the purposes of District and Club officer orientation, training, and inspiration. Registration fee for this Conference shall be nominal for the purpose of paying expenses of the Conference. This Conference shall have no legislative authority.

## **CHAPTER VII COUNCIL OF GOVERNORS**

### **A. Council Chair**

(1) The Council Chair shall call the first meeting of the Multiple District 34 Council, hereinafter called "Council" as soon as possible after the close of the International Convention for the purpose of electing a Council Vice-Chair, a Council Secretary, a Council Treasurer, and the appointment of all Multiple District Committees and selection of the Chair and Vice Chair of each Committee. Those Committees, funded by the previous Council and which did not make a final report at the Multiple District Annual Convention, shall submit written financial reports at the first Council Meeting of each Lions year. Subsequent meetings dates of the Council shall be held at such time and place as set by the Council.

(2) The Council Chair may call Council meetings and shall always call a meeting within five (5) days when requested to by a majority of the Council.

### **B. Multiple District Council**

(1) The Council is the deliberative and assisting body in the formulation of administrative plans and policies affecting the Multiple District, including the Multiple District Convention. The Council of Governors (hereinafter called the Council) shall designate the Chair and Vice-Chair of each Committee appointed by it and have the power to fill all vacancies in any committee so appointed on the recommendation of the District Governor, whose representative is to be replaced.

(2) It shall make all contracts and approve all bills relating to the Multiple District Convention Administrative Expenses. It shall designate a depository for all funds and set the amount of corporate surety bond for the Council Treasurer and approve the surety company with which he/she shall be bonded. It shall cause journals and ledgers of permanent and perpetual type which shall contain a continuous record of the Multiple District financial records to be physically housed and safeguarded in the Multiple District Office, in which journals and ledgers bookkeeping entries shall be made under the direction of the Council by its elected Treasurer or Council designee.

(3) It shall receive from the Council Treasurer financial reports, semi-annually or more frequently if necessary, and shall make provisions for a review, at the end of the fiscal year, of the books and accounts of the Council Treasurer by the Audit Committee. This review shall include all records related to funds disbursed by the Treasurer or Council designees and shall include the financial transactions, vouchers, etc., of all committees and activities conducted under the authority of the Council and the Constitution and By-Laws of Multiple District 34, including but not limited to, the Multiple District Convention Funds and International Convention Activities Fund.

(4) shall appoint a Sergeant-at-Arms and such Assistant Sergeant-at-Arms for the Multiple District Convention as are deemed necessary. The Council shall provide from Council Administrative Funds, a blazer of uniform dark blue fabric and Lions Crest to each District Governor-Elect and the Council Chair-Elect in Multiple District 34.

The Immediate Past Council Chair, the Past and Present International Presidents and International Directors from Alabama, together with the Vice District Governors of MD-34, the President of the MD-34 PDG Organization, and other Committee Chairs directed by the Council may attend Council meetings and shall be so notified of the time and place, together with agenda items, 10 days prior to the meeting pursuant to Section 2. of ARTICLE I of the By-Laws.

For the purpose of compliance with the above paragraph to attendees and other Lions of MD-34, written notice, email correspondence, posting of notice in the *Alabama Lion* newsletter, posting on the MD-34 website, or combination of notice types shall constitute valid notification of said meeting(s).

### **C. Council Secretary and Council Treasurer**

(a) Under the supervision and direction of the Council, the Council Secretary shall assist the Council in conducting the business of the Multiple District and shall perform such duties as are specified or implied in this Constitution and By-Laws or as may be assigned to him/her from time to time by the Council. He/she shall keep a record of all minutes of the Executive Session meetings.

(b) Under the supervision and direction of the Council, the Council Treasurer shall supervise the receipts and disbursements of all funds turned over to the Multiple District Administrator by the various Districts and any other entities. All checks drawn by the Multiple District Administrator shall be countersigned by either the Council Chair, the Council Treasurer, Secretary to the Administrator or others so designated by the Council.

He/she shall receive a statement at the end of each month of all monies received and deposited in such bank, or banks, as may be designated by the Council, dues received from each Club, other income and/or reimbursements, and an itemized list of checks drawn against the Multiple District account. He/she shall also receive quarterly or when requested a statement of each of the Multiple District funded entities from the Multiple District Administrator and the accounts shall be open, at all times for inspection by the Council and any auditors named by the Council.

He/she shall assist the Council in conducting the business of the Multiple District and shall perform such duties as are specified or implied in the Multiple District Constitution and By-Laws, or as may be assigned to him/her from time to time by the Council.

## **CHAPTER IX DISTRICT OFFICE & OPERATIONS**

### **DISTRICT ORGANIZATION**

#### **1. Cabinet**

(a) The District Governor's Cabinet is the deliberative and assisting body to the District Governor in the formulation of administrative plans and policies affecting the welfare of Lionism in the District. It shall serve in an advisory and administrative capacity only through the Region Chair (if the District Governor elects to appoint Region Chairs) and Zone Chair; it shall receive reports and recommendations that emanate from and concern the Clubs and Zones in the respective Regions of the Region Chair and Zones of the Zone Chair

The cabinet shall supervise the collection of all stipulated per capita tax pertaining to this organization by the Cabinet Secretary/Treasurer or Treasurer, and it shall designate a depository for all said funds. When deemed or found necessary it shall recommend to the Council, charges pertaining to the amount of Multiple District per capita tax collected to defray the administrative expense within the District. It shall authorize the payment out of funds of the District of all legitimate expenses pertaining to the administration of the affairs of the District.

The cabinet shall set the amount of corporate surety bond for the Cabinet Secretary/Treasurer and/or Treasurer and shall approve the surety company from which the surety bond is to be purchased. It shall demand of and receive from the Cabinet Secretary/Treasurer financial reports semi-annually or more frequently if necessary.

A minimum of \$1,000.00 annually shall be budgeted and disbursed by the current Sub-District Cabinet to the succeeding Sub-District Cabinet to provide startup funds for the succeeding District Cabinet. This requirement does not preclude or limit a District Cabinet from establishing a Reserve Fund consisting of funds over and above the required \$1,000.00.

At the end of each fiscal year, the District Governor shall make provision for a review, in accordance with routine analytical accounting procedures, of the books and accounts of the District Secretary/Treasurer or Treasurer. A committee of three (3) Past District Governors shall be appointed. A copy of the report shall be forwarded to the District Governor, Region and Zone Chairs, the Multiple District Office, and Lions Clubs International by August 30.

The cabinet shall receive such other reports from the Secretary/Treasurer as are found necessary from time to time. At the first Cabinet meeting of the Cabinet, there shall be agreed upon a definite schedule of Cabinet Meetings to be held during the year, and as far as is possible, definite dates and places of such meetings.

(b) There shall be a District Governor's Cabinet in each District, composed of the District Governor as its presiding officer, Immediate Past District Governor, a First and Second Vice District Governor, a Cabinet Secretary/Treasurer and Treasurer (if so appointed), Region Chairs (if so appointed), and Zone Chairs.

(c) The District Governor shall call at least one regular meeting of the Cabinet each quarter during the year, and the first shall be held within thirty (30) days after the adjournment of the preceding International Convention. Ten (10) days written notice of meetings of the Cabinet

shall be given to each Cabinet member by the Cabinet Secretary or Secretary/Treasurer.

(d) Special meetings of the Cabinet may be called by the District Governor at his/her discretion or shall be called upon written request made either to the District Governor or to the Cabinet Secretary by a majority of the members of the Cabinet. Not less than five (5) days and not more than ten (10) days written or telegraphic notice of special meetings of the Cabinet shall be given to each member by the Cabinet Secretary or Cabinet Secretary/Treasurer.

(e) A majority of the Cabinet members shall constitute a quorum.

## **2. District Organization, District Committees, District Officer Qualification and Election, Duties of District Officers and Committee Chairpersons**

District Governors and District Cabinet Officers may locate specific information on the qualifications of office, duties, organization of the District and Meetings in **ARTICLES II thru V** of the **LCI Standard Form District Constitution and By-Laws, document LA-4**.

## **CHAPTER X ELECTIONS**

### **A. ELECTIONS COMMITTEE**

Each District Governor shall appoint by written notification received at least sixty (60) days prior to the District Convention, an Elections Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing in the District and shall not at the time of their appointment hold any District, Multiple District, or Lions International office. The names of Lions so appointed shall be sent to all Clubs in the District at least forty-five (45) days prior to the convention date of the District Convention. He/she shall request the Elections Committee to conduct the elections

### **B. NOMINATIONS FOR DISTRICT GOVERNOR, FIRST, or SECOND VICE DISTRICT GOVERNOR,**

Any Club desiring to place in nomination the name of a member thereof for the office of District Governor or First, or Second Vice-District Governor of its respective District in the Multiple District shall file with the District Governor of the District for which such nomination is to be made, a notice in writing that said Club nominates such member for the office of District Governor, First, or Second Vice-District Governor, ~~or Council Chair-Elect~~ for said District, more than thirty (30) days prior to the opening of a District Convention designated for the nomination and election of a District Governor and/or First, or Second Vice District Governor.

No candidate will be eligible for election and no nomination will be entertained unless such notice is so filed, provided however, in the event no written notice is filed by any Club in any District with the District Governor for such District prior to said thirty-day period, then nominations of any qualified member of such District may be made and received at any time prior to the election at the District Convention without requiring such notice to be made. The District Governor shall turn the nominations in to the Elections Committee which will conduct the election.

### **C. VOTING**

The election shall be by secret, written ballot. When two or more candidates are placed in nomination, the candidate receiving the majority of the votes cast by the registered delegates, whose credentials are certified, present, and voting at the nomination-election District Convention or in the event the nomination and election is held at the Multiple District Convention, shall be elected.

## CHAPTER XI FINANCE

### A. OPERATING BASE

- (1) The funds administered by the Council shall have an operating balance at the beginning of the year .

Council Administrative Fund	\$ 1,000.00
Office Equipment Contingency Fund	3,000.00
MD Global Action Teams (a minimum of)	9,000.00
International Convention Fund	1,000.00
Multiple District Office Operations Fund	6,000.00
Marketing Fund	2,500.00
Multiple District Annual Convention	1,000.00
Alabama Lions Fall Leadership Conference	1,000.00

Such initial base operating balances will provide necessary working capital for the Council operations until such time as semi-annual billings are paid by each Club. In no instance can the base initial operating balance be eroded by expenditures in excess of the annual revenue of the Funds.

- (2) (a.) Funds available in the Office Equipment Contingency Fund used for the purchase and repairs to equipment amounting to not more than \$500.00 for any one occasion may be spent by the MD-34 Administrator. For acquisitions or major repairs in excess of \$500.00 but less than \$3,000.00, approval must be given by the seated Council. For acquisitions or major repairs that exceed \$3,000.00 per occasion, approval must be given by Alabama Lions, Multiple District 34 at the Multiple District Convention.

(b.) At the end of the fiscal year, any remaining funds in the accounts of the Multiple District, with the exception of the following accounts, shall be transferred to the Multiple District Reserve Fund:

All-Star Band  
Alabama Lion Newsletter and PR Fund

Any funds, in excess of the designated dues revenue of a committee, advanced by the Council of Governors to a committee shall not be carried over to the next year without a specific designation of the use of the funds and shall require the permission of the Council of Governors to be carried over.

The Council of Governors may establish maximum account balances for each account, with any funds in excess of the established maximums being transferred to the Multiple District Reserve Fund.

(c.) In accordance with the other portions of this Article, all excess funds, shall be transferred to the Multiple District Reserve Fund at the conclusion of each year.

- (3) Authorization is hereby provided for the establishment of the following bank accounts by the Council. These accounts are to be maintained in an account insured by the FDIC



(Federal Deposit Insurance Corporation) in the State of Alabama and the authorized signatures are to be approved by the Council at their first meeting.  
All accounts shall require two (2) signatures.

Funds shall remain with the established bank until the Council authorizes change:

Alabama Lions Reserve Account  
Alabama Lions Multiple District Office Account (Multiple District  
Office and Council Administrative)  
Alabama Lions Multiple District Annual Convention Account  
Alabama Lions International Convention Account  
Alabama Lions All-Star Band Account

- (4) Over expenditure in any account may be reimbursed from surplus remaining in any other account as of June 30, upon approval by the Council of Governors. All remaining excess funds described in this Article, and any funds administered by the Council, shall be transferred to the Reserve Fund at the conclusion of the calendar year.

## **B. DISTRICT ADMINISTRATIVE FUND**

1. **Disbursement** - The revenue derived from ARTICLE VI, Section 2 (a) of the Constitution shall be disbursed only for administrative expenses of the District as approved by the District Governor's Cabinet. Payment out of said Fund shall be by checks drawn and signed by the Cabinet Secretary/Treasurer or Treasurer and countersigned by the District Governor.
- (a) Expenses of the District Governor in connection with his attending the International Convention and/or the USA/Canada Leadership Forum shall be considered a District Administrative expense, and fifteen cents (\$0.15) out of each annual per capita tax shall be set aside in each District to defray said expenses, and in the event the amount so set is insufficient to meet the necessary expenses, the District Governor's Cabinet has authority to supplement same from the District Administrative Fund in order to meet the deficiency, not to exceed "*Rules of Audit*" of Lions Clubs International and/or Multiple District 34 Rules of Audit. Reimbursement of said expenses shall be on the same basis and shall not exceed the remuneration as outlined in the "*Rules of Audit*" of Lions Clubs International and/or Multiple District 34 Rules of Audit and he/she must attend the International Convention and/or USA/Canada Leadership Forum to be eligible for such reimbursement.
- (b) Expenses of the succeeding First Vice District Governor, who shall serve the next year, in connection with his/her attending the International Convention and/or USA/Canada Leadership Forum shall be considered a District Administrative expense, and fifteen cents (\$0.15) out of each annual per capita tax shall be set aside in each District's budget to defray such expenses. In the event that such amount is insufficient to meet necessary expenses, the District Cabinet has authority to supplement the expense from the District Administrative Fund in order to meet the deficiency, not to exceed Rules of Audit of Lions Clubs International.

Reimbursement for said expenses shall be on the same basis and shall not exceed the remuneration as outlined in the "*Rules of Audit*" of Lions Clubs International and/or Multiple District 34 Rules of Audit and he/she must attend the International Convention

and/or USA/Canada Leadership Forum and attend available conferences, forums and/or school of instruction to be eligible for such reimbursement.

Cabinet Secretaries/Treasurers may be authorized to attend the Lions USA/Canada Leadership Forum by the respective Cabinets if funds are available.

- (c) The District Governor and his/her Cabinet shall not incur obligations in excess of unencumbered balances of funds received from the preceding administration and the anticipated income from the annual per capita District Administrative Fund based on the semi-annual billings. All funds must be approved in the budget at the beginning of the year and any changes to the budget must be approved by the Cabinet membership.
- (d) The Cabinet Secretary/Treasurer shall be required to make bond in such amount as shall be approved by the District Governor's Cabinet. Expense of the surety bond premium shall be paid from the District Administrative Fund.

**2. Review of Books** - The District Governor's Cabinet shall provide for a review of all District Records (such as Check Book, Cancelled Checks, Deposits, financial reports, minutes and any other pertinent records deemed necessary to complete an acceptable review) of the Cabinet Secretary/Treasurer or Treasurer annually, and at more frequent intervals when necessary. The Review of Books shall be made by three (3) Past District Governors who are not members of the Cabinet Secretary/Treasurer or Treasurer's club nor members of the cabinet. A copy of the committee's report shall be sent to Lions Clubs International, each club in the District and to the Multiple District Office, not later than August 30 of each year. Attached to the report of the Review of Books shall be copies of the balance sheet, profit and loss statements, budget comparison report, and a listing of all checks written.

The Cabinet Secretary/Treasurer or Treasurer shall keep accurate books and records of account, and minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member, and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the cabinet, the Cabinet Secretary/Treasurer or Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.

## **C. RULES OF AUDIT**

Throughout the Policy Manual and Constitution and By-Laws reference is made to "Rules of Audit". Therefore, at the beginning of each term of office, the Multiple District Office shall send to each District Governor and all others having access to funds, a copy of the "Rules of Audit" set forth by Lions Clubs International and/or as may be established in the Multiple District 34 Policy Manual. These rules will be strictly enforced by the Council, Committee Chair, Vice District Governors, and the Multiple District Administrator.

Where "*Rules of Audit*" are referred to in the Constitution and By-Laws or this Policy Manual, the following *Rules of Audit* shall apply in every instance to include District Governors, Vice-District Governors, District Administration, Council Operations, and operations of Committees and Chairs approved for reimbursement by the Council of

Governors. Nothing shall be construed by these rules of audit to preclude an individual from requesting reimbursement at a rate less than that specified.

## 1. General Reimbursement Rules

The following general rules and regulations apply to expense accounts submitted, in connection with the conducting of official business, committee meetings, training activities, or the fulfillment of official duties as specified by Lions Clubs International within the Multiple District and as approved by the Council of Governors. No expenses, except those specifically covered in these reimbursement rules may be requested in the name of the individual traveling on behalf of the Multiple District.

## 2. Automobile Travel

The standard mileage reimbursement rate shall be **\$.50 per mile**, which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

## 3. Hotel and Lodging

Reimbursement will be made for actual costs only, not to exceed **\$ 150.00** per night. The claimant should enter itemized hotel charges by date and attach the original itemized bill to the expense report form. The itemized bill, in the claimant's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

## 3. Meals

Reimbursement will be made for actual costs only, not to exceed \$ 25.00 per day. Such costs must be itemized, and original itemized receipts must be attached to the claimant's expense report form. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

## 5. Travel Policies

No payment can be made for trips outside the claimant's own district, except those made for multiple district meetings or as approved by the Council of Governors as specified in Section 1 above. All travel must be made by the most economical means.

## 6. Companion Travel and Travel of Other Family Members

The travel expenses of an accompanying adult companion or family members shall not be reimbursed.

The Council of Governors may establish, by policy, "Rules of Audit" for employees of the Multiple District.

Vouchers and/or receipts must be furnished to be eligible for any reimbursement under all "Rules of Audit".

## **D. FINANCIAL REPORT**

The Cabinet Secretary/Treasurer or Treasurer shall make a financial report at each Cabinet Meeting, with a copy to the District Governor, of all receipts and expenses of the District for the fiscal year to date. He/She shall request the Cabinet to appoint an Audit Committee to conduct the audit at the end of the term of office with copies of such audit and Review of Books report being forwarded to the District Governor, each Club in the District, the Multiple District Office, and to Lions Clubs International.

On or before August 30 of each fiscal year, the Cabinet Secretary or Treasurer shall submit to the Multiple District Office the completed review of the books as required by Chapter XI, Section C.

(2.), Review of Books, to be made part of the annual Multiple District Review by its' auditors. Attached to the Review of Books submitted shall be the final Balance Sheet, Profit & Loss Statement, Budget Comparison Report, and Check Register for the year.

The Review of Books Report and attachments listed in Chapter XI, Section C. (2.), paragraph 1 and as listed above shall also be provided to the successor District Governor and Cabinet Secretary/Treasurer or Treasurer.

## **E. COMPENSATION**

No salary shall be paid to any officer or appointee of the Multiple District or District.

## **CHAPTER XIV LEADERSHIP DEVELOPMENT**

### **A. MULTIPLE DISTRICT LEADERSHIP CONFERENCE**

An annual Multiple District Leadership Conference shall be held as early in the new Lions Year as practical. This Conference is to be used primarily as a training endeavor for all the incoming District Committees, Multiple District Committee members, and Club Officers and other such uses as may be necessary. The MD-GLT, the MD Leadership Conference Committee, and the Council of Governors shall be responsible for the conference agenda and arrangements. The following Multiple District Awards may be presented at the conference as determined by the Council of Governors:

Tom Jones Lion of the Year  
Roderick Beddow Outstanding Club Award  
William C. Chandler Award for Club Membership Growth

### **B. MULTIPLE DISTRICT GLOBAL LEADERSHIP TEAM**

The GLT structure, which encompasses representation at the multiple district and district levels and includes district governor teams, provides a comprehensive global platform for developing more qualified leaders from the club level up, while encouraging development approaches to address local needs. The GLT allows for a concentrated emphasis on functional, operational training and education of leaders, coupled with motivational development, identification, and effective recruiting of qualified leaders.

The Global Leadership Team (GLT), intended to operate as a parallel, mutually supportive specialized team with the GMT. The GLT provides for an enhanced focus on and support of leadership development, which is critical to the success of every LCI program and to the future vitality of the association as a whole.

### **C. DISTRICT GOVERNORS ELECT ORIENTATION**

(a) There shall be an orientation session for the Council Chair Elect, District Governors Elect, Cabinet Secretary or Secretary/Treasurer appointees, as provided and/or required by Lions Clubs International and shall cover, at a minimum the contents of the District Governors' Manual.

(b) The Multiple District Global Leadership Team Chair shall arrange for the orientation and select the format from information supplied from Lions Clubs International. Past and Present International Presidents and Directors may be invited to participate. The meeting shall be held at a location as determined by the MD-GLT Committee.

## **CHAPTER XV LEGAL**

### **A. NON-DISCRIMINATION POLICY — Service Activities and Employment**

The Lions of Alabama Multiple District 34, Inc., affirms a policy of nondiscrimination in all programs and activities without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, military veteran status or any other legally protected status.

The Lions of Alabama Multiple District 34, Inc is committed to this policy of non-discrimination and urges each Lions club to uphold the Lions Code of Ethics and purposes of Lions Clubs International by reflecting the common cause of friendship and service in all programs and activities in a non-discriminatory manner.

**B. SOLICITATIONS** - It shall be prohibited for any Club or Member to solicit contributions from another Club.

**C. USE OF NAME** - It shall be prohibited for any individual, group, organization, or corporation, etc. to use the name "Alabama Lions" (or any variation thereof) without the expressed consent of the Multiple District Annual Convention through adoption of an appropriate resolution.

The "expressed consent" referred to herein shall not be granted unless a majority of the governing body of such group, organization, etc., shall be Lions Clubs Members in good standing in Multiple District 34 and who shall have been duly elected by ballot at the Multiple District Annual Convention. The Multiple District Nominations Committee shall make nominations of those Lion candidates for such governing bodies and nominations may be made from the floor of the Convention. Organizations/Foundations that have Multiple District 34 approval and/or have Lions Clubs International approval to use the Lions name, and which have a Constitution and By-Laws approved by the Multiple District 34 are exempt from the above election requirements. Incorporated organizations/foundations shall be governed by their Articles of Incorporation and their Multiple District-approved Constitution and By-Laws.

**D. UNIFORM DRESS CODE** - On occasions when individuals desire to participate in a uniform dress code, the dress code shall include a blazer of dark blue fabric, and the option of coordinated colors. Each seated Council may also select casual dress.

**E. CLUBS IN GOOD STANDING** — The definition of "Clubs in Good Standing" shall be defined by the International Constitution and By-Laws and International Board Policy. In general terms and in determining eligibility to vote in District and Multiple District Elections, the definition is interpreted to include clubs which do not have accounts payable to the District, Multiple District 34, or Lions Clubs International in a cumulative excess of fifty dollars (\$50.00) and those not placed on "Status Quo."

**F. POLICY MANUAL AMENDING PROCEDURE —** The following procedure shall be required for any amendments to the Multiple District-34 Policy Manual:

(1) There shall be a "First Reading" of any proposed amendment to the Policy Manual with delay of any action on the proposal until the succeeding regularly scheduled Council of Governors Meeting.

(2) Mandatory notification of any proposed amendment shall be given to the Council of Governors, Current and Past MD-34 International Directors and Executive Officers, Vice District Governors, the members of the Constitution and By-Laws Committee, and the Chair of the Past District Governors of Alabama.

(3) A two-thirds (2/3's) vote of the Council of Governors shall be required for adoption of proposed amendments.

## EXHIBIT A

### ETHICAL STANDARDS AND CONDUCT POLICY (Council Chairperson, District Governor, Club Officer)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff, and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

**Integrity** — Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association's assets. We must also comply with all association policies and applicable laws.

**Accountability** — Lions Clubs International expects all Council Chairpersons to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

**Teamwork** — Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity, and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

**Excellence** — Lions Clubs International is dedicated to fair treatment, mutual respect, diversity, and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals. Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Your role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct. Lions Clubs International has adopted several policy statements that concern the association's Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy. The International Constitution and By-Laws, the Council Chairperson Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in your mind, you have a responsibility to bring that issue to the attention of the appropriate International Board committee or International Office division (for example, the Finance and Headquarters Operation Committee reviews Conflict of Interest issues; the Constitution and By-Laws Committee and/or Legal Division review Legal Division review issues). You may also bring ethical or legal concerns to the attention of the International Board of Directors, the Executive Officers, or the Administrative Officers of the association.



The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, your good and best judgment is essential in doing the "right" and ethical thing. Please join us in continuing Lions Clubs' tradition of honest and ethical practices in serving millions of people in need.

## **EXHIBIT B**

### **CONFLICT OF INTEREST POLICY**

Considering the association's accountability to its membership and the public, The Lions of Alabama Multiple District 34, Inc., adopts the following policy and procedures with respect to disclosure requirements concerning transactions and relationships that may involve potential conflict of interest.

- Each multiple district and district officer and employee shall avoid situations where their personal interest could conflict with, or appear to conflict with, the interest of the association.
- The use of association assets for any unlawful or improper purpose is strictly prohibited.
- No undisclosed or unrecorded asset is to be established for any purpose.
- No false entries are to be made in the books for any reasons, and no employee shall engage in any arrangement that results in such prohibited act.
- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in the supporting documents.
- Any employee who knows of any unrecorded asset or any prohibited act must promptly report it to the management of the association.
- This policy shall be construed to also apply to any organization, foundation, or activity which has petitioned and been granted permission to use the name "Lions" or the LCI Lion's emblem in their name, identity, or publications.

## **EXHIBIT C**

### **LIONS CLUBS INTERNATIONAL PRIVACY POLICY**

Collection and Use of Personal Membership Data by Lions Clubs International Lions Clubs International recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members to facilitate communications with and between our members. This information is to be used solely to further its Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of *The Lion* magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension, and retention programs
- Convention and meeting planning
- Contact information for Lion leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, and Club Officers
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the International Board of Directors
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

Lions Clubs International protects personal information by using password protected areas and by restricting access to such information. It is important that you protect your password.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order.

The official directory is not available on the Internet without a password, but a club locator with club officer contact information is available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions Club members should ensure it is not used for that purpose.

For a complete and comprehensive copy of the Lions International Privacy Policy, please access the Lions Club International Website at [www.lionsclubs.org](http://www.lionsclubs.org) and search the title "Privacy Policy."

If you have any concerns or questions about these policies, please contact Lions Clubs International at (630) 571-5466 or [legal@lionsclubs.org](mailto:legal@lionsclubs.org).

## **CHAPTER XVIII MEMBERSHIP**

### **A. NON-DISCRIMINATION POLICY — MEMBERSHIP**

The Lions of Alabama Multiple District 34, Inc., affirms a policy of nondiscrimination in its membership criteria. A person of legal majority and of good moral character and good reputation in his/her community may be granted membership in any duly authorized Lions club. While membership shall be by invitation only, Lions clubs are encouraged to invite qualified members, irrespective of their race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, military veteran status or any other legally protected status.

### **B. MULTIPLE DISTRICT MEMBERSHIP DEVELOPMENT**

Lions Clubs International has instituted a membership development and growth program entitled — The Global Membership Team (GMT). The Multiple District - 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-GET, MD-GLT, and the MD- GST.

## **CHAPTER XIX MULTIPLE DISTRICT OFFICE AND OPERATIONS**

### **A. Multiple District Administrator Duties**

- (1) The Multiple District Administrator shall keep an accurate record of the proceedings of all meetings of the Council which shall be authenticated by the Council Secretary. Within thirty (30) days after each meeting, the Administrator shall forward copies of the minutes of same to all members of the Council, to the office of Lions Clubs International, and to Past and Present International officers in the Multiple District.
- (2) The Administrator shall manage and operate the Multiple District Office under the supervision of the Council. The Administrator shall have no authority to obligate this organization or incur any indebtedness. At each meeting of the Council, an itemized statement of expenses incurred for the furnishings, supplies, rent, and maintenance of the Multiple District Office and the anticipated expenses thereof shall be furnished to the Council.
- (3) The Administrator shall assist the Council in making the plans and executing the details of the Multiple District Convention.
- (4) At the start of each fiscal year, the Administrator will meet with each District Governor and outline the work in that District in relationship to the work of the Multiple District Office. The Administrator shall present, at the first meeting of the Council, a program for the Multiple District Office for the coming year. The Administrator shall assist the District Governors in the administration of affairs within their Districts.
- (5) The Administrator shall collect and preserve the records of the Multiple District and be responsible for a summary of information acquired in the Multiple District from year to year, keeping appropriate records of all phases of Lionism in the Multiple District.
- (6) The Administrator shall attend all meetings of the Council, Annual Convention and other special meetings in the Multiple District.
- (7) Within sixty (60) days after the conclusion of the fiscal year, the Administrator shall have the minutes of all business meetings of the Annual Multiple District Convention recorded, transcribed, printed, and mailed to each member of the Council-Elect, Each Past and Present International Officer from Multiple District 34 and to Lions Clubs International. Any past District Governor, Club or Lions member in Multiple District 34 desiring a copy of the minutes must make a request in writing to receive a copy.
- (8) The Administrator shall complete annual financial reports from the following and the same shall be made a part of the Multiple District Fiscal Year records.
  - (a) From each District Cabinet Secretary/Treasurer on all District funds.

(b) From the Council Treasurer on all funds under Council's stewardship, including Council Administrative Fund, Multiple District Office Fund, Reserve Fund, *The Alabama Lion* Newsletter Fund, MD-GAT Funds, and financial records pertaining to the annual Multiple District Convention.

(9) The Administrator shall not assume the duties, responsibilities or prerogatives of the District Governors or Council.

(10) The Administrator shall receive copies of surety bonds from the Council Treasurer and Cabinet Secretary/Treasurers and shall be responsible for their safekeeping.

(11) The Administrator shall be familiar with the terms of the Constitution and By-Laws and operate according to the provisions of said documents.

### **B. Vacancies in the Office of Multiple District Administrator**

(1) When a vacancy occurs in the Office of Administrator, the Council Chair shall fill the duties until an Administrator is appointed by the Council. All Lions Clubs in Multiple District 34 shall be notified, by mail, within five (5) working days after such vacancy occurs or notification of vacancy to occur and requested to make recommendations for such vacancy and forward resumes of the candidates to the Council Chair within thirty (30) days from the date of the letter of notification of such vacancy. The Council Chair shall forward copies of all resumes to all District Governors.

(2) The Council Chair shall convene a meeting of the Council within forty-five (45) days after the Council notification of vacancy occurs. The purpose of this meeting will be to select those candidates to be interviewed. Those selected shall meet with the Council, at a site to be selected by the Council within 20 days after selection.

(3) The Council shall immediately notify all candidates, in writing, of the selection for Administrator and the appointee shall become Multiple District Administrator within fifteen (15) days after appointment.

(4) In case of the vacancy occurring where there is not sufficient time to complete the selection in the current Lions year, the Council shall complete the selection and present their recommendation to the succeeding Council for approval.

### **C. The Criteria for Multiple District Administrator**

(1) He/She shall realize that it is a part-time job with workdays and hours to be approved by the Council.

(2) He/She shall have the responsibility for the administration of the Multiple District Office of the Lions of Alabama - Multiple District 34, Inc.

(3) He/She shall implement policies set forth by the Council. (4) He/She shall oversee and supervise the Secretary to the Administrator.

(5) He/She shall perform his duties as outlined in the Constitution and By-Laws and the Multiple District Employees Manual.

#### **D. Personnel and Candidates for Office**

The Multiple District Administrator may not be a candidate for Council Chair. However, there is no prohibition restricting a Council Chair from applying for the office of Multiple District Administrator.

## **CHAPTER XXI Marketing**

### **LIONS CLUBS INTERNATIONAL Official Protocol**

The following is the official protocol policy of The International Association of Lions Clubs. The purpose of protocol is to recognize the order of precedence of Lions leadership. Only the principal speaker is required to acknowledge all dignitaries present.

#### **A. Order of Precedence**

\*Some positions may not be applicable in certain constitutional areas. Utilize protocol as warranted per local practice.

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee)\* (Leo-Lion Board Liaison)\*\* (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past Board Appointees, Past LCIF Trustees and Past Leo-Lion Board Liaisons
9. GAT/LCIF Constitutional Area Leader (a)
10. LCIF Vice Constitutional Area Leader; GAT Regional Area Leader
11. LCIF Area Leaders, FWC/ GAT Area Leaders Japan Vice Constitutional Area Leaders (a)
12. Chairperson, Council of Governors (a)
13. District Governors
14. Coordinating Lion
15. International Administrative Officers
16. Multiple District FWC/GLT/GMT/GST and LCIF Coordinators
17. Immediate Past District Governor (a)
18. Vice District Governors (according to rank)
19. Multiple District Committee Chairpersons (a)
20. Past Council Chairpersons (a)
21. Past District Governors (a)
22. Multiple District Secretary (volunteer) (a)
23. Multiple District Treasurer (volunteer) (a)
24. District Secretary (a)
25. District Treasurer (a)
26. Leo Advisory Panelist
27. District FWC/GLT/GMT/GST and LCIF Coordinators (a)
28. Region Chairperson (a)
29. Zone Chairperson (a)
30. District Committee Chairperson (a)
31. Club Presidents (a)
32. Immediate Past Club President (a)
33. Club Past Presidents (a)



- 34. Club Secretary (a)
- 35. Club Treasurer (a)
- 36. Multiple District Secretary (staff) (a)
- 37. Multiple District Treasurer (staff) (a)
- 38. District Administrative Secretary (staff) (a)

\* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used. General Comments: When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

## **B. Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson. \* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

\*\* Should the New Voices or Leo-Lion Liaison program be discontinued at any point, this position will be removed from protocol.

## **C. Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium. The principal speaker would occupy seat to the left of the presiding officer, then other Lion dignitaries in accordance with the general order of precedence.

Seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president)

#### **D. Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

#### **E. Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

#### **F. Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, and then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

#### **G. National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

## **CHAPTER XXII SPEAKER ENGAGEMENTS**

### **Invitations to Guest Speakers**

Invitations to guest speakers from Lions Clubs International for the Annual Convention shall be extended by the Council; however, the Council may authorize a past or current International Officer to extend these invitations. The invitations shall be authorized each year at the first Council meeting and shall be for the following year(s).