

# INTERNATIONAL ASSOCIATION OF LIONS CLUBS



## DISTRICT A12

# POLICY MANUAL

**October 2012 Edition**  
Revised March 2021

## Index

International Purposes, Vision & Mission Statements	03
Lions Code of Ethics	04
Lions Protocol	05
District Elections	08
Qualifications & Duties – Zone Chairperson	09
Qualifications & Duties – Region Chairperson	10
Qualifications & Duties – 2 <sup>nd</sup> . Vice District Governor	11
Qualifications & Duties – 1 <sup>st</sup> . Vice District Governor	11
Duties of Immediate Past District Governor	12
Past District Governors	13
District Committee Job Descriptions	14
A12 Convention Host Committee	14
Cabinet Secretary	14
Cabinet Treasurer	15
Constitution & By-laws	16
Credentials Committee	17
Diabetes & Camp Huronda	18
District Pins & Recognition	19
Effective Speaking Contest	19
Elections Committee	19
Environment	22
Financial Reviewer	22
Global Leadership Team	22
Global Membership Approach	23
Global Membership Team	24
Global Service Team	26
Governor's E-Blast	26
Hearing Conservation & Bob Rumball Camp for the Deaf	26
Historian	27
Honorary Committee	27
Information Technology	27
LEO Clubs	28
Lioness Liaison	28
Lions Camp Dorset	28
Lions Clubs International Foundation	29
Lions Foundation of Canada	29
Lions Peace Poster Contest & Peace Essay Contest	29
Lions Quest	30
Long Range Planning	30
Memorial Committee	31
Nominating Committee	31
Public Relations	34
Sight Conservation & Lake Joseph Holiday Centre	34
Special Olympics	35
Vision Screening	35

Webmaster	35
Youth Exchange	36
Induction Ceremonies	37
Installation of Officers	41
Memorial Service for a Lion or Lioness	45
Donations: Memorial; Illness – Officers & PDG’S	48
Club in Good Standing Definition	48
Fundraising – License Requirements; Use of Funds; LCI Legal opinion	48
Reimbursement for District Chairpersons	50
Candidate Nomination & Endorsement Form	52
EXHIBIT 1 Procedures for electronic voting	53
EXHIBIT 2 Explanation of LCIF; LFC; LIONS of Canada for LCIF	55
EXHIBITS 3, 4, 5 Nominating Committee Checklists	56

**APPENDIX    PENDING further review and revision. If you require any of the Manuals listed below, please contact the Global Membership Team**

1. District A12 Governor’s & Vice District Governors’ Handbook – *missing from website*
2. District A12 Zone & Region Chairperson Handbook – *missing from website*
3. Organizing a District A12 Convention – *missing from website*
4. District A12 Orientation Manual – **OK – on website**
5. District A12 Lions Learning Weekend Reference Manual – *missing from website*
6. ~~District A12 Club Excellence Process Manual~~ – *s/b replaced with Club Quality Initiative*

These manuals and reference books are available online at [www.a12lions.org](http://www.a12lions.org) “Resources”  
“Downloads”

## **LIONS CLUBS INTERNATIONAL**

### **PURPOSES**

*TO ORGANIZE* charter and supervise service Clubs to be known as Lions Clubs

*TO CO-ORDINATE* the activities and standardize the administration of Lions Clubs.

*TO CREATE* and foster a spirit of understanding among the peoples of the world.

*TO PROMOTE* the principles of good government and good citizenship.

*TO TAKE* an active interest in the civic, cultural, social and moral welfare of the community.

*TO UNITE* the Clubs in the bonds of friendship, good fellowship and mutual understanding.

*TO PROVIDE* a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Club members.

*TO ENCOURAGE* service minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

### **VISION STATEMENT**

*TO BE* the global leader in community and humanitarian service.

### **MISSION STATEMENT**

*TO EMPOWER* volunteers to serve their communities, meet humanitarian needs, encourage peace, and promote international understanding through Lions Clubs.

## **LIONS CODE OF ETHICS**

*TO SHOW* my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

*TO SEEK* success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

*TO REMEMBER* that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

*WHENEVER* a doubt arises as to the rights or ethics of my position or action towards others, to resolve such doubt against myself.

*TO HOLD* friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

*ALWAYS* bear in mind my obligations as a citizen to my nation, my province, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labour and means.

*TO AID* others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

*TO BE CAREFUL* with my criticism and liberal with my praise; to build up and not destroy.

## **LIONS PROTOCOL**

The following is the official protocol policy of The International Association of the Lions Clubs. Refer to LCI website for current information.

**Only the principal speaker is required to acknowledge all dignitaries present.**

### **A. ORDER OF PRECEDENCE**

1. International President
2. Immediate Past International President
3. International Vice-Presidents (according to rank)
4. International Directors (a) and Board Appointees, stating their appointment
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors (a)
8. District Governor(s) (a)
9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (a)
13. Immediate Past District Governor (a)
14. 1<sup>st</sup> Vice District Governor
15. 2<sup>nd</sup> Vice District Governor
16. Past District Governor (a)
17. Multiple District Secretaries (volunteer) (a)
18. Multiple District Treasurers (volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairperson (a)
22. Zone Chairperson (a)
23. District Chairpersons and Co-ordinators and GLT/GMT/GST Team Leaders (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

### **Explanation of Notes**

(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. 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, the criteria specified for (a) should be used.

**GENERAL COMMENTS**

When a Lion holds more than one title, the Lion 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.

**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 they should be seated directly to the right of the Chairperson. (see diagram).

**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, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. 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).

(Audience)  
Figure 1

7	5	3	1	2	4	6
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As shown in figure 2, seating at the 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.

(Audience)  
Figure 2

7	5	3	1	Podium	2	4	6	8
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When spouses are present, they should be seated to the member’s left when on the left side of the table and to the member’s right when on the right side of the table

**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, they should be seated in accordance with local customs, or at one end of

the head table. If, however, their place in the general order of precedence dictates a specific seat (e.g., 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.

### **MULTI-HEAD TABLES**

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

### **HEAD TABLE INTRODUCTIONS**

Introduction of the head table should begin with the meeting Chairperson or Presiding Officer, 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 their husband or wife (e.g., Past International Director John/Jane Doe and his wife/husband (Lion, if applicable) Jane/John).

### **NATIONAL ANTHEMS**

When official representatives of the International Board (whether 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.

### **FLAGS**

#### **Place of Honour:**

In an array of flags, the place of honour is always in the CENTRE if there are three flags displayed. If there are several flags, other than three, the place of honour is on the LEFT.

The Canadian Flag is always displayed in the place of honour.

This is invariable, and the position is not yielded as a courtesy or for any other reason.

Having placed the Canadian Flag in the place of honour, the other flags should be displayed in the following sequence:

- National Flags
- Provincial Flags
- Organizational (i.e., Lions) Flags

**N.B. Any reference to left and right is taken from the spectator's point of view, facing the Head Table.**

### **Comment on the use of the title "LION"**

More and more we see what is becoming the overuse of "Lion" in speech and writing. There is nothing wrong with calling a fellow Lion "Lion Whomever" when speaking/writing to or about that person.

What we are seeing/hearing is: "PRC Lion Henry . . ." The inclusion of "Lion" is unnecessary as Henry would not be a PRC if he were not a Lion! We should refer to him simply as "PRC Henry."

When referring to a Lion with a title, the title goes **before** the name. Henry would not be referred to as "Henry Campbell, PRC." "PRC" is a title and as such is used before the name; earned degrees are listed after a person's name, i.e., Henry Campbell, M.D.

When introducing the spouse/partner of a Lion guest and that person is also a Lion/Lioness, he/she should be introduced as "Lion/Lioness Whomever." If he/she has a title such as PRC, PDG etc., that should be used in lieu of Lion/Lioness.



## **DISTRICT ELECTIONS**

### **Candidate Nomination and Endorsement Forms (Available at the end of this manual)**

Lions seeking International and District Officer positions are required to submit the form attesting they have been endorsed by their club, and that they fulfil the qualifications for the position for which they are seeking office. The official form is located at the end of this manual. Additionally, an extract from the Minutes of the meeting at which the nomination was made must also accompany the form.

The form must be submitted to the District Governor, or designate, no later than 30 days prior to the official opening of the annual District convention. That failing, nominations may be made from the floor at the convention.

### **Endorsement of Candidacy**

#### **1. Nomination for International Officer Positions - District Governor**

According to the International By-laws, a candidate for the above positions must secure endorsement by his/her club or a majority of the clubs in the District, in order to have his/her name appear on the ballot.

The question arose about endorsement, and how to interpret “. . . or a majority of the clubs in the District” when the nomination was being made at the District convention. Did it mean only the club voting delegates were eligible to vote, or were all Lions present at the Business Meeting of the convention eligible to vote?

PID Art Woods was contacted after LCI Legal could not give a clear interpretation of the by-law. PID Art served on the Constitution and By-laws Committee his first year on the International Board of Directors, then chaired the committee his second year. His opinion was that all Lions present at the Business Meeting are eligible to vote on nominations. The rationale he used was that in a club endorsement, all Lions vote on the nomination, so it is an extension of the same principle at the Business Meeting, all Lions are eligible to vote on nominations. Of course, it must be established that the attendees represent a majority of the clubs in the District.

#### **2. Nomination for 2<sup>nd</sup> Vice District Governor, 1<sup>st</sup> Vice District Governor and other District Officer positions**

The same rationale should be applied to nominations from the convention floor to fill vacancies in Zone Chair and Region Chair positions i.e., after the nomination is made, all Lions present from that Zone or Region are eligible to vote on the nomination.

Logically, the same procedure should be followed for nominations from the floor at Zone and Region meetings held 30 days or more prior to the convention.

## QUALIFICATIONS AND DUTIES OF ZONE CHAIRPERSON

Be an active member in good standing in his/her respective Zone; and

1. Have served or will have served at the time of taking office as Zone Chairperson as president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years.
2. Have not previously served a full term or major portion thereof as District Governor
3. Zone Chairpersons may serve no more than three (3) cumulative years in said position.

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her zone. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

1. Further the Purposes of this association.
2. Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
3. In co-ordination with District Committee Chairpersons, communicate information to the Clubs in his/her respective Zone.
4. Endeavor to include the District GMT Co-ordinator, the GLT Co-ordinator and the District GST District Co-ordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service how these teams and the Clubs within the Zone.
5. Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor. Copies should also be sent to the GMT District Co-ordinator, the GLT District Co-ordinator, the GST District Co-ordinator and Region Chairperson when appropriate.
6. Promote the Club Quality Initiative to the Clubs within the Zone.
7. In co-ordination with the District GMT Co-ordinator, play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in his/her zone.
8. In co-ordination with the District GLT Co-ordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, District, or Multiple District
9. In co-ordination with the GST District Co-ordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Zone, District or Multiple District.
10. Represent each Club in his/her zone in any problems with District, multiple District council chairperson or Lions Clubs International.
11. Supervise the progress of District, multiple District, and Lions Clubs International projects in his/her zone.
12. Endeavour to have every Club within his/her zone operating under a duly adopted Club Constitution and By-laws.
13. Promote representation at international and District (sub- and multiple) conventions by at least the full quota of delegates to which Clubs in his/her zone are entitled.
14. Visit a regular meeting of each Club in his/her zone once or more during his/her term of office, reporting his/her findings to the Region Chairperson – particularly with respect to weaknesses he/she may have discovered (copy to District Governor, District GMT and GLT Co-ordinators).
15. Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

## **QUALIFICATIONS AND DUTIES OF REGION CHAIRPERSON**

Be an active member in good standing in his/her respective Region; and

1. Have served or will have served at the time of taking office as Region Chairperson as president of a Lions Club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years.
2. Have not previously served a full term or major portion thereof as District Governor
3. Region Chairpersons may serve no more than three (3) cumulative years in said position.

The Region Chairperson subject to the supervision and direction of the District Governor shall be the chief administrative officer in his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

1. Further the Purposes of this association.
2. Supervise the activities of the Zone Chairpersons in his/her region and such District committee chairpersons as may be assigned to him/her by the District Governor.
3. In co-operation with the District Global Membership Team Co-ordinator, play an active role in organizing new Clubs and in strengthening weak Clubs.
4. Endeavour to have every Club in his/her region operating under a duly adopted Club constitution and by-laws.
5. Promote the Club Quality Initiative to the Clubs within the Region.
6. In coordination with the District GLT Co-ordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, District, or Multiple District.
7. In co-ordination with the GST District Co-Ordinator, play an active role in promoting global service initiatives by informing Lions within the Region about service opportunities in the District or Multiple District
8. Promote representation at international and District (sub- and multiple) conventions by at least the full quota of delegates to which Clubs in his/her region are entitled.
9. Carry out such official visitations to Club meetings and charter nights as shall be assigned to him/her by the District Governor.
10. Perform such additional assignments as shall be given to him/her from time to time by the District Governor.

In addition, the Region Chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a Region Chairpersons' Manual and other directives. In the event the region chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of his/her office, or in the event the office is for any reason vacated, the District Governor shall appoint a successor to serve for the unexpired term.

## **QUALIFICATIONS AND DUTIES OF SECOND VICE DISTRICT GOVERNOR**

The second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor.

His/her specific responsibilities shall be, but not limited, to:

1. Further the purposes of this association.
2. Perform such administrative duties assigned by the District Governor.
3. Perform such other functions and acts required by the International Board of Directors.
4. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor and First Vice District Governor and participate in council meetings as appropriate.
5. Familiarize himself/herself with the health and status of the Clubs in the District, review the monthly financial report and assist the District Governor and the first Vice District Governor in identifying and strengthening the existing and potential weak Clubs.
6. Conduct Club visitation, as the representative of the District Governor, when requested by the District Governor.
7. Assist the District Governor and first Vice District Governor in planning and conducting the annual District convention.
8. Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor, and other Global Leadership Team members to establish and implement a District-wide leadership development plan.
9. Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a District-wide plan for membership growth.
10. Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
11. Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the Clubs and members to obtain information, file reports, purchase Club supplies, etc.
12. At the request of the District Governor, supervise other District committees.
13. Assist the District Governor, first Vice District Governor, and the cabinet in planning of the next year, including the District budget.
14. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and first Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting Vice District Governor until the vacancies are filled according to these bylaws and rules of procedure adopted by the International Board of Directors.

## **QUALIFICATION AND DUTIES OF FIRST VICE DISTRICT GOVERNOR**

The first Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall be, but not limited, to:

1. Further the purposes of this association.
2. Perform such administrative duties assigned by the District Governor.

3. Perform such other functions and acts required by the International Board of Directors.
4. Participate in the cabinet meetings and conduct meetings in the absence of the District Governor and participate in council meetings as appropriate.
5. Assist the District Governor in the review of the strengths and weaknesses of the Clubs in the District, identifying the existing and potential weak Clubs and establishing plans to strengthen them.
6. Conduct Club visitation as the representative of the District Governor when requested by the District Governor.
7. Work with the District Convention Committee and assist the Committee to plan and conduct the annual District Convention and assist the District Governor to organize and promote other events within the District.
8. At the request of the District Governor, supervise other District committees.
9. Participate in the planning of the next year including the District budget.
10. Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
11. Conduct a District Quality Assessment and collaborate with the District Officers, specifically members of the District Global Action Team, and other committee chairpersons, during his/her term as First Vice District Governor to develop a plan for membership growth, leadership development, operational improvement, and the fulfilment of humanitarian services to be presented and approved by the District cabinet during his/her term as District Governor.

## **DUTIES OF IMMEDIATE PAST DISTRICT GOVERNOR**

Under the direction of the District Governor, duties may include:

1. Chair the Honorary Committee and call meetings as required
2. Participate in the preparation of the District budget
3. Attend all scheduled meetings of the District
4. Participate as a voting member of the District Cabinet
5. Provide a written report at the District Cabinet meetings
6. Provide counsel to the District Governor
7. Advise District Governor of issues/concerns- poor attendance, lack of fundraising and service activities, discord within the Club
8. Work in partnership with Members of Cabinet for the betterment of Lionism
9. Promote and motivate Lions to accept a leadership role at the District level
10. Be familiar with and adhere to the District Communication procedures for serious illness, death, or disaster
11. Be prepared to conduct/participate in a Lion's funeral service
12. Attend Zone meetings, Region rallies, Club anniversaries, new Club charter nights, and funeral services
13. Serve as Honorary Chair of the District Convention Committee
14. Participate in the District A12 Convention program as required
15. Read and adhere to the instructions, agenda, and dress code in the convention booklet
16. Encourage the full quota of voting delegates at the District, MD'A" & International Conventions

## 17. Further the Purposes and Objects of our Association

### **PAST DISTRICT GOVERNORS**

We have, in our Past District Governors, a great wealth of experience. Your Club may benefit from their knowledge, leadership, ideas, and problem-solving skills. Inviting a Past District Governor to a Club orientation session or prospective member night would be a tremendous resource. They are only a phone call or email away.

The District Governor's Honorary Committee is composed of past International Officers who are members in good standing of Clubs in good standing within the District. This committee meets when and as called upon by the District Governor. It acts under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this committee is the Immediate Past District Governor.

### **DISTRICT COMMITTEE JOB DESCRIPTIONS**

**The following items apply to all District Committee Chairpersons:**

- 1. The new chairperson for any committee will meet with the outgoing chairperson, including any of the following (1st and/or 2nd Vice District Governor, incoming and/or outgoing Region Chairperson), no later than June 30th to review the job description and expectations of their position, receiving any files and information necessary.**
- 2. District Chairpersons only need to report to Cabinet if...a) requested by the District Governor, b) the chairperson is making a special request of Cabinet, c) there is a topic of controversy or, a topic that would solicit discussion, d) the chairperson has important information to share with the Lions present at the Cabinet meeting.**
- 3. Written committee reports must be submitted to the Cabinet Secretary at least 10 days prior to the scheduled Cabinet Meeting enabling all Cabinet Officers time to review them before the meeting.**
- 4. A budget should be prepared and submitted, in accordance with Cabinet Policy.**

### **A12 CONVENTION HOST COMMITTEE**

**Refer to points 1 to 4 under “District Committee Job Descriptions”**

**Refer to - the *District A12 Constitution & By-laws*, By-law Article 1 and Exhibit A, Rules of Procedure - the *District A12 Convention Manual* for a more detailed list of expectations and responsibilities for this committee.**

A copy can be found at [www.a12lions.org](http://www.a12lions.org) - “Resources”.

**This committee...**

1. Shall select a chairperson who will work in co-operation with the Immediate Past District Governor who is the *District A12 Honorary Convention Chairperson*.

2. Will be responsible for promoting the District A12 Convention providing information and registration forms to all members of District A12.

***Note - registration is required to attend or participate in all/any convention functions.***

3. Will provide agendas for all the Host Convention Committee attendees at meetings.
4. Will provide, at no cost to the District A12 Cabinet, Regions, Zones or Clubs, convention facilities to include a registration area, main hall for a Friday night social, opening ceremonies, memorial service, Governor's banquet and closing luncheon, plus separate rooms/areas for Region rallies, voting and Lioness/LEO rallies if required.
5. Will provide sufficient hotel/motel rooms at a reasonable cost for the attending delegates plus an adequate number of rooms in the headquarters hotel for the District A12 Cabinet Officers and special guests, i.e., if more than one (1) hotel is required.
6. Will charge a reasonable price for convention registration and function tickets which has been approved by the District A12 Cabinet.
7. Will cover the entire cost of accommodations, registration, function tickets and transportation during the District A12 Convention for the District Governor and Partner and the International Guest and Partner.
8. Will charge a reasonable price for the Governor's Banquet, arrange suitable catering, provide music and/or entertainment, if required during and/or after dinner, provide a suitable gift for the International Guest (preferably representative of the local area), assigning a Lion to be responsible for the district sound system.
9. Will provide a printed program to all registrants.  
***Permission is required for any activities not scheduled in the convention program, e.g., band performances, singing groups, giveaways, other forms of entertainment, solicitation of funds or support by speeches etc.***
10. May conduct a convention auction or similar approved fundraiser to offset convention expenses.
11. Will provide a complete financial statement to the District A12 Cabinet before the close of the current Lions fiscal year in which the convention was held.
12. The ***District Governor*** is responsible for ~
  - a) Appointing a protocol couple and making any additional arrangements for the International Guest,
  - b) All head table seating and number of guests (limited by the venue),
  - c) Forwarding a Convention Guide book to the International Guest, Officers and other dignitaries.

## **CABINET SECRETARY (CS)**

This Lion is required to meet with the outgoing Cabinet Secretary, Immediate Past District Governor, District Governor, 1st and 2nd Vice District Governor and Region Chairpersons to review the expectations for this position and, to receive any files, information, inventory, prior to the first Cabinet Meeting following the Lions Clubs International Convention.

*Responsibilities of the Secretary*

Be under the supervision and direction of the District Governor including the following duties:

1. May be one (1) of three (3) signing officers for the District. He or she may not be a spouse, partner, relation to, or live in the same household as another district officer who has signing authority;
2. Shall assist the District Governor, or designate, in compiling information for the annual District Directory;
3. Shall assist the District Governor in ordering any necessary supplies/awards from Lions Clubs International;
4. Shall prepare and send out written invitations to Cabinet Meetings to all Lion/Lioness Clubs in a timely manner;
5. Shall be responsible for planning and arranging all Cabinet Meetings:
  - a) Confirming attendance
  - b) Ordering sufficient meals for attendees
  - c) Setting up the room including placement of chairs, tables, name plates paraphernalia and sound system
  - d) Distributing agendas and financial statements to all Cabinet Members and attendees
6. Shall record the proceedings of each Cabinet Meeting, distributing electronically the minutes to all Cabinet Officers, Chairs, Past District Governors and Clubs in a timely manner.
7. Shall record the proceedings of the annual District A12 Convention and distribute electronically the minutes to all Cabinet Officers, Chairs, Past District Governors and Clubs in a timely manner.;
8. Following A12 Convention, shall order name badges and jacket patches for all incoming cabinet officers and chairpersons, as required;
9. Following Convention, shall order the Appreciation Plaque for the outgoing District Governor;
10. Shall perform any other duties that usually pertain to a secretary and to this office.

### **CABINET TREASURER (CT)**

This Lion is required to meet with the outgoing Cabinet Treasurer, Immediate Past District Governor, District Governor, 1st and 2nd Vice District Governors and Region Chairpersons to review the expectations for this position and, to receive any files, information, and banking materials including the year-end Financial Statement and opinion of the Financial Review, prior to the first Cabinet Meeting following the Lions Clubs International Convention

#### *Responsibilities of the Treasurer*

Be under the supervision and direction of the District Governor including the following duties:

1. Will be one (1) of three (3) signing officers for the district. He or she may not be a spouse, partner, relation to, or live in the same household, as another district officer that has signing authority.
2. Will be responsible for all receipts and disbursements for the following ~
  - District A12 Administration funds
  - District A12 Designated funds
3. Shall be responsible for changing the signing officers at the existing bank or take the necessary steps to open accounts at a bank selected by Cabinet.
4. With the other signing officers and Cabinet approval, may obtain professional financial advice when deemed necessary.
5. Shall assist the District Cabinet in preparing an annual budget to be approved at the first District Cabinet Meeting following the International Convention.



6. Shall keep accurate records and accounting which shall be open to inspection at all times by the District Governor, District Cabinet or any Club/Lion in the district.
7. Shall prepare and mail invoices to each Club for annual dues.
8. Shall prepare a financial statement and present it at each Cabinet Meeting.
9. Shall arrange the collection of all monies at Cabinet Meetings and pay the caterer on receipt of their invoice.
10. Shall furnish all accounting records to a Cabinet appointed Financial Reviewer no later than August 15th.

## **CHILDHOOD CANCER**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

**Selection** – The Childhood Cancer Chairperson is appointed by the District Governor for a three (3) year term, subject to annual review.

The Childhood Cancer Chairperson shall work in partnership with the MDA Childhood Cancer Chairperson by maintaining open communication, exchanging information, bringing awareness of the various agencies impacting children afflicted by cancer, and sharing idea for future fund-raising initiatives and activities, etc.

**Qualifications:**

1. Experience in Lions Clubs activities and functions
2. Good communication skills
3. Computer skills
4. Ability to work in a team setting

**Responsibilities:**

1. Serve as the liaison between the District and childhood cancer related agencies and organizations.
2. Present any proposed District projects to the A12 Cabinet for consideration and approval prior to implementation.
3. Ensure that A12 Clubs are aware of the programs and services provided by the various childhood cancer related agencies and promote support for their programs and activities.
4. Proactively identify opportunities to present displays, seminars, workshops, etc.
5. Maintain accurate records and retain correspondence which is to be provided to the successor.
6. Report at A12 Cabinet Meetings on all childhood cancer activities when requested.

## **CONSTITUTION AND BY-LAWS**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

**Qualifications:**

1. Have a good working knowledge of the International, Multiple District ‘A’ and Standard District Constitution and By-laws (C & BL’s), District A12 C & BL’s and Standard Club C & BL’s.
2. Have the ability to research, on-line and by other means, the various resources concerning constitutional issues.

## Responsibilities

1. Update and publish, on the A12 website, the most recent version of the A12 C & BL's reflecting changes made by Lions Clubs International and District A12 Lions members.
2. Update and publish, on the A12 website, the most recent version of the A12 Policy Manual.
3. Update and publish, on the A12 website, the A12 Motion Log immediately after each regular and special Cabinet meeting and, the business meetings held at the annual District A12 Convention.
4. Attend as many Cabinet and other District meetings, as may be reasonable, to be a resource person should issues arise requiring guidance and/or a decision as to the correctness of an action or decision contemplated or in practice.
5. Be knowledgeable and familiar with *Robert's Rules of Order*.
6. Advise all Lions, within the mandated timelines, about the issues to be voted on at the annual District A12 Convention.

**CREDENTIALS COMMITTEE** – Appointed by District Governor – refer to C & BL's

***In the event of a crisis that precludes holding in person meetings such as rallies and conventions, special arrangements will be made to modify affected procedures. Refer to Exhibit 1***

1. Co-ordinate with the Convention Committee to ensure there is a location for the Credentials Desk and set hours of operation. NOTE: Credentials Desk must close before voting begins. Confirm that Credential Desk information is included in the various convention information booklets.
2. Prepare a schedule to ensure the Credentials Desk is properly staffed during hours of operation.
3. Verify each Voting Delegate's and Alternate Voting Delegate's credentials and eligibility to vote by:
  - a) viewing the delegate's Membership Card to ensure it is current
  - b) verifying that the delegate's Club is in good standing
  - c) receiving and retaining in a file, the delegate's Voting Slip
  - d) marking down on the Club list that a Voting Delegate or Alternate Voting Delegate has been certified
  - e) placing a mark i.e., a sticker or some other identifying mark, directly on the delegate's registration badge, indicating he or she has been certified as a Voting Delegate or Alternate Voting Delegate
4. Before voting begins, notify Convention attendees of the total number of Voting Delegates and Alternate Voting Delegates certified. Depending on circumstances, this can be at a meeting of the whole before voting begins, or if no meeting is held, a notice on a board in a prominent place should suffice.

**CERTIFICATION FORM**

CLUB	# VOTES	VOTING DELEGATES	ALTERNATE DELEGATES	NOTES
Angus				
Elmvale				
Innisfil				
Stayner				
Thornton				
Wasaga Beach				
TOTAL				
DG/PDG's				
TOTAL				

**DIABETES & CAMP HURONDA**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Visit and be familiar with Camp Huronda.
2. Encourage all Clubs to have a Camp Huronda Chairperson and communicate with these Lions on a regular basis.
3. Promote to all A12 Clubs
  - a. Attendance at the annual Lions Appreciation Day at Camp Huronda;
  - b. Volunteering for the spring and/or fall work parties at the camp;
  - c. Diabetes Tag Day;
  - d. The Guardian of Camp Huronda recognition program, the Harry A. Newman Fellowship and other awards that might be available.

## **DISTRICT PINS & RECOGNITION**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. In August
  - a. Receive the District pins if a pin is used.
  - b. Cabinet sets the price for the sale of each pin
  - c. Distribute pins to Cabinet Officers to sell during visitations etc.
  - d. Keep accurate records of who has pins, number of pins, amount of money received and submit receipts promptly to the Cabinet Treasurer.
2. Hold inventory of current district pins, past district pins. Have these available for all Lions to purchase at any time.
3. Promote and instill the importance of recognition to the vitalization of membership.
4. Remain informed and educate Clubs with all of the different types of recognition available.
5. Remind all A12 Clubs in February that this is the time of year to consider ordering recognition for their Club members.

## **EFFECTIVE SPEAKING**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

**Refer to pages 31-32 of the Policy & Procedure Manual and MDA Effective Speaking Manual**

1. Promote the Effective Speaking program throughout the district providing each Club with all of the Rules and Regulations for conducting the program.
2. Encourage Clubs to appoint an Effective Speaking Chairperson and communicate with these Lions on a regular basis.
3. Organize and promote attendance at the Region and district finals.
4. Present appropriate recognition to the successful winners of the Region and district finals.
5. Solicit voluntary contributions from all Lions/Lioness Clubs to offset the costs to operate the Effective Speaking Contest including prizes, trophies, and incidental expenses.
6. Any expenses incurred by the chairperson outside of District A12 will be covered in accordance with Multiple District ‘A’ Rules of Audit.

**ELECTIONS COMMITTEE** – Appointed by District Governor – refer to C & BL’s

In the event of a crisis that precludes holding in person meetings such as rallies and conventions, special arrangements will be made to modify affected procedures. Refer to Exhibit 1

1. Prepare ballots for each Zone using the candidate information, Club and Past International Officer vote eligibility numbers, received from the Nominating Committee. Three or four extras for each Zone should be prepared. Sample ballot attached. Prepare ballots concerning any C & BL's and/or other issues to be voted on at Convention.
2. Prepare recording sheets for each Region, per sample attached.
3. Ensure ballot boxes are prepared and privacy screens are available, and pencils.
4. On voting day — One Lion should be overall supervisor. Arrive at voting location at least <sup>1</sup>/<sub>2</sub> hour before voting begins, to arrange the room and review procedures with voting room staff.

During voting ensure that only voting delegates are in the room. All others must remain outside. Open doors promptly at the appropriate time.

5. Voting procedure — Delegate must show his/her name badge with credential mark, to receive a ballot. A mark must be made on the name badge to indicate that Lion has voted, i.e., a strike through on the credentials sticker. On the record sheet, mark that a delegate for his/her club has
6. voted. Only Voting Delegates automatically receive a ballot.  
Should an Alternate Voting Delegate request a ballot, bring it to the attention of the supervising Lion so the appropriate procedure is followed. The supervising Lion is the ONLY Lion authorized to handle Alternates.
7. Close the doors promptly at the appropriate time. Should there still be Lions waiting to enter, they may; however, no Lions arriving after the official closing time may be permitted to vote.
8. Counting of ballots — record results for each position and calculate the result. A majority is required for a candidate to be successful. Follow the same procedure if issues were also on the ballot.
9. A majority is a number greater than one half the affirmative ballots cast, excusing blanks and spoiled ballots. Changes to the Constitution require a 2/3 affirmative vote, while changes to the By-laws require a majority.
10. Prepare a report of results to be presented at the Closing Business Session of the Convention.

**BALLOT** - One candidate for each position

Position & Candidate	YES	NO
District Governor —		
1 <sup>st</sup> Vice District Governor —		
2 <sup>nd</sup> Vice District Governor —		
Region Chairperson —		
Zone West Chairperson —		

**BALLOT** - multiple candidates for positions

Position & Candidate	YES	NO
District Governor —		
1 <sup>st</sup> Vice District Governor —		
Region Chairperson —		
X X X X X X X X X X X X X X X X		
VOTE FOR ONE CANDIDATE		
2 <sup>nd</sup> Vice District Governor —		
2 <sup>nd</sup> Vice District Governor —		
VOTE FOR ONE CANDIDATE		
Zone North Chairperson —		
Zone North Chairperson —		

**Tally Sheet**

ZONE 8 NORTH						
CLUB	# of VOTES	# VOTED			PERCENTAGE	NOTES
Angus	2					
Elmvale	3					
Innisfil	2					
Stayner	2					
Thornton	1					
Wasaga Beach	5					

TOTAL	15			
DG/PDG's				
TOTAL				

**ENVIRONMENT**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Become familiar with the information for District Chairpersons on the Lions Clubs International website including any Global Service Action Campaigns. [www.lionsclubs.org](http://www.lionsclubs.org)
2. Encourage Clubs to appoint an Environment Chairperson and communicate with these Lions on a regular basis.
3. Encourage Clubs to implement Lions Green Team projects such as: community clean up, tree planting, recycling and environmental education. Refer to [www.lionsclubs.org/lionsgreenteam](http://www.lionsclubs.org/lionsgreenteam)
4. Encourage Clubs to explore other Lions Clubs International environmental initiatives – refer to [www.lionsclubs.org/environment](http://www.lionsclubs.org/environment)
5. Visit Clubs, Zone meetings and/or Regional rallies to explain the importance of protecting our natural resources. Provide information about activity planning resources and solicit feedback and suggestions.
6. Promote Environmental Projects sponsored by Lions Clubs International

**FINANCIAL REVIEWER**

1. The A12 Financial Reviewer shall serve for a maximum term of three (3) years, subject to annual confirmation by Cabinet.
2. Ideally the appointee should have a financial background and must have a working knowledge of the accounting software program used by the Cabinet Treasurer.
3. The review report shall include a review of District deposits, cheques and bank statements and a determination of the current District financial standing.
4. The review report shall be presented to the Immediate Past District Governor and District Governor no later than August 31 following the end of the Lions’ Year for which the review was performed.

**GLOBAL LEADERSHIP TEAM (GLT)**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

Administration:

1. Develop and maintain a Leadership Development Plan for District A12.
2. Adapt Lions Clubs International and other training resources to meet District A12 needs.
3. Attend and adapt Multiple District ‘A’ initiatives. Leadership Training:

Leadership Training:

1. Organize and conduct Vice District Governor training.
2. Organize and conduct District Officer leadership training during the month of August.
3. Organize the Lions Learning Weekend usually at the end of March.
4. Organize and conduct Club Officer training when required
5. Organize and conduct Committee Chairperson training when required.
6. Organize and conduct New Member Orientation sessions.
7. Train and appoint Club Rebuilding Lions.
8. Train and/or re-certify Guiding Lions to assist with new Clubs.
9. Train and appoint facilitators for the Club Quality Initiative (CQI).
10. Analyze and provide specific training at the Zone and Region level when required.

Leadership Resources:

1. Maintain the A12 Zone and Region Chairperson Handbook.
2. Maintain the A12 District Governor and Vice-District Governors Handbook.
3. Maintain the A12 Orientation Manual.
4. Maintain the A12 Convention Guide Book.
5. Maintain the A12 Lions Learning Weekend Handbook.
6. Maintain the A12 Club Quality Initiative Manual.
7. Maintain a list of possible future District Officers
8. Promote Multiple District “A” Leadership Opportunities – leadership seminars and workshops, convention seminars,
9. Promote Lions Clubs International Opportunities such as webinars, online training, International Convention, Advanced Lions Leadership Institute, Faculty Development Institute, Emerging Lions Institute, Lions University and the USA/Canada Lions Leadership Forum at district and Club functions.
10. Maintain up to date lists of the following...
  - Advanced Lions Leadership Institute Graduates
  - Faculty Development Institute Graduates
  - Emerging Lions Institute Graduates
  - Lions University Graduates
  - Club Rebuilding Lions
  - Certified Guiding Lions for newly formed Clubs
  - Club Quality Initiative Facilitators

**GLOBAL MEMBERSHIP APPROACH (GMA)**

*More information regarding this will be forthcoming soon. In the interim following is information on NAMI, the former program name*

**North American Membership Initiative (NAMI)**



Last Lions year, Lions Clubs International ran a Pilot Project in several Districts in the US and Canada, directed to improve and retain Lions Membership in Constitutional Areas 1 & 2.

NAMI is a focused program designed to address and reverse the decline in Lions membership. In many ways, NAMI is simply a “re-branding” of the former MERL program (**M**embership, **E**xtension, **R**etention and **L**eadership). This is a project steered by our 2VIP Brian Sheehan.

District Governor Peter Shelswell has chosen to “Opt-in” District A12 to the program and I am honoured that he has asked me to introduce and oversee the project in our District.

I have included some Frequently Asked Questions in order to familiarize Clubs with the Initiative. Also, I have included a Club Assessment Sheet to consider with your Membership. It would be extremely advantageous if your Club could survey your members to determine areas that could improve the Lions experience and recognize successes.

A NAMI Leader will be contacting your Club in the near future, to discuss how they can assist you. I have also attached the District NAMI Leadership Chart for your information. If you would like to join the Team, please contact a Focus Group Leader.

In the meantime, if you have any questions please contact me directly.

Lion Jamie Jones, IPDG A12  
NAMI Champion

## **GLOBAL MEMBERSHIP TEAM (GMT)**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

Qualifications:

1. Must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the district.
2. Possess in depth knowledge of Lions Clubs International, Multiple District ‘A’ and local needs of District A12.
3. Possess extension knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
4. Have previous experience working with Club officers and Club membership committees.
5. Ability to effectively deliver membership and Club extension seminars.
6. Ideally be a Certified Guiding Lion.
7. Ability to commit up to a three-year term as Global Membership Team Co-ordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of the position.
8. Ability to travel within the district.
9. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI and MDA
10. Ability to effectively collaborate with Global Leadership Team counterpart to address district needs.

#### Goal Setting:

1. Assist the District Governor in setting membership, extension and retention development goals and implementing an action plan incorporating the goals and objectives of the Multiple District 'A' Global Membership Team.
2. Communicate goals and plans to the MDA GMT leader on or before September 1st of each Lions year.
3. Develop and promote a district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
4. Motivate Clubs and membership committees to set goals and develop Club and district programs that improve membership, extension and retention skills.

#### Communication:

1. Communicate District Governor's goals and implementation procedures to all Clubs and membership committees.
2. Communicate regularly with the Governor and 1st Vice District Governor to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT GLT efforts
3. Keep Clubs updated on new membership, extension and retention development programs and resources.
4. Publish membership, extension and retention development initiatives in the district newsletter, on the district website and, in other publications.
5. Establish a reporting system to foster open communication and monitor each Club's progress and provide feedback.
6. Submit a quarterly report to the MDA GMT leader on the status of membership, extension and retention development in the district.

#### Training:

1. Collaborate with the MDA GLT coordinator in planning and conducting workshops and seminars.
2. Visit Clubs designated by Cabinet as 'endangered' promoting the Club Quality Initiative (CQI) 42 formerly CEP.
3. Work closely with the district GLT Co-ordinator to arrange facilitators for approved CQI Clubs. Complete paperwork to enroll Clubs and subsequently for certification of Clubs who completed the CQI.
4. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
5. Maintain a reasonable inventory of LCI Membership, Extension and Retention brochures, videos and/or power points.
6. Participate at Club extension information meetings and work with the District Governor and the 1st Vice District Governor in assigning Guiding Lions where appropriate.
7. Motivate District Lions members to develop and improve their membership, extension and retention skills.
8. Advise the Membership Operations Department at LCI of any new and innovative training techniques that have been successful as a result of membership, extension and retention development efforts.

## **GLOBAL SERVICE TEAM**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

The GST District Co-ordinator is a member of the District Global Action Team. His/her responsibilities include:

1. Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
2. Work with clubs to raise the visibility of Lions service impact in local communities.
3. Collaborate with GMT and GLT district Co-ordinators and the Global Action Team district chairperson (District Governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
4. Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
5. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
6. Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
7. Promote and encourage clubs to take part in the District A12 Day of Service
8. Act as the Advocacy Chairperson for the District to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships
9. In collaboration with the LCIF district Co-ordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
10. Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with Multiple District Co-ordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

## **GOVERNOR’S E-BLAST**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

Work in cooperation with the District Governor to publish an informative and interesting news summary.

## **HEARING CONSERVATION & BOB RUMBALL CAMP FOR THE DEAF**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Visit and be familiar with the Bob Rumball Camp for the Deaf.
2. Encourage all Clubs to appoint a Hearing Conservation & Bob Rumball Camp for the Deaf Chairperson and communicate with these Lions on a regular basis.
3. Promote to all A12 Clubs
  - a) Volunteering for the spring and/or fall work parties at the camp.
  - b) Financial support for the Lions Homes for Deaf People when requested.
  - c) The Helen Keller Award program.

## **HISTORIAN**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Maintain the boxes of paper historical data for the district.
2. Review the data from each Lions year and save financial records, Governor’s Newsletters, Cabinet minutes and other relevant documents.
3. Maintain a digital copy of the data listed above.
4. Update the District Historical Manual and have copies available at cost to Lions at Cabinet Meetings, Region Rallies and Zone Advisory Meetings.
5. Make copies and distribute historical data when requested.
6. Collect Club Charter Night programs for future reference.
7. Collect historical data as it becomes available in the district.
8. Keep the Multiple District ‘A’ Historian advised of the data available in District A12.

## **HONORARY COMMITTEE**

**The Chair of this Committee is the Immediate Past District Governor**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Prepare to call meetings of all Past District Governors in co-operation with the District Governor when required.
2. Host the Past District Governor’s Breakfast or Dinner, if held, at the annual District Convention.
3. Conduct a vote for District Director for the MDA Past District Governors’ Association if required.

## **INFORMATION TECHNOLOGY**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

***Personal information on the website should be password protected***

Responsibilities;

1. Provide assistance to Clubs throughout the District with E-Clubhouse
2. Manage E-District Website (currently forwarding to our [www.a12lions.org](http://www.a12lions.org))
3. Provide assistance to Officers, Chairs re: online communications
4. Provide assistance to Clubs, Officers and Chairs on Social Media/Online Presence
5. Troubleshoot/provide assistance to users as required
6. Webinars – Schedule and provide assistance as required
7. Online Events Calendar – manage / add / remove content as required
8. Manage Gmail Account for Online Calendar
9. Manage Tech Soup Subscriptions (Non-profit status for discounted products)
10. Manage Microsoft Volume Licensing (Office365, MS Desktop Apps etc.)

## **LEO CLUBS**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

**To protect the youth from excessive or unwanted contact, ONLY the name of the LEO Club should appear in the District Directory, under the sponsoring Lions Club. The only contact information should be the name(s) of the LEO Advisor(s).**

1. Act as liaison between the District Cabinet and the LEO Club Advisors communicating with these Lions and the Multiple District ‘A’ LEO Club Chairperson on a regular basis.
2. Visit each district LEO Club at least once per year.
3. Promote and publicize the LEO Club program throughout the district.
4. Conduct leadership development workshops for LEO Club Advisors and/or LEO Club officers.
5. Co-ordinate LEO functions at District Conventions if required and/or be responsible for providing a program for all district LEO Clubs once a year e.g., a LEO Rally
6. Recommend LEOs and LEO Clubs for recognition and awards.
7. Prepare and submit reports as required to Multiple District ‘A’ LEO Chairperson.
8. The current status of the LEO Club must be maintained by the sponsoring Club. This also applies to cancelling inactive LEO Clubs with LCI.

**LIONESSE LIAISON This position will end June 30, 2020**

**Refer to points 1 to 3 under “District Committee Job Descriptions”.**

1. Act as liaison between the District Cabinet and the Lioness Clubs throughout District A12.
2. Provide leadership opportunities and Club officer training workshops including promotion and participation in the Lions Learning Weekend held each spring.
3. Encourage Lioness Clubs to participate in scheduled Lioness Rallies.
4. Encourage Lioness Clubs to work together with their sponsoring Lions Club in annual fundraising and service projects.
5. Recognize and honour deserving Lioness/Lioness Clubs with appropriate awards.

## **LIONS CAMP DORSET**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Visit and be familiar with Lions Camp Dorset.
2. Encourage Clubs to have a Lions Camp Dorset Chairperson and communicate with these Lions on a regular basis.
3. Act as liaison between the district and the Camp Dorset Corporation Director.
4. Keep in regular contact with the Camp Manager in order to be aware of work in progress and camp needs.
5. Organize and promote the Camp Dorset Fun Weekend when required.
6. Promote to all A12 Lions/Lioness:
  - a. Volunteering for the spring and/or fall work parties at the camp.

- b. Financial support and participation in fundraising events held at the camp attending as many of these events as may be reasonable.
- c. The Honorary Life Directorship program.

## **LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) – Refer to Exhibit 2**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

- 1. Be responsible for learning some of the history and makeup of the Lions Clubs International Foundation.
- 2. Encourage each Club to have an LCIF Chairperson and communicate with these Lions on a regular basis.
- 3. Encourage Clubs to give financial support to programs promoted by LCIF such as School in a Box, Feeding the Hungry, Disaster Relief, etc.
- 4. Encourage Clubs to recognize their members with a Melvin Jones Fellowship.
- 5. Be familiar with and promote the Contributing Member award and other awards available from LCIF.

## **LIONS FOUNDATION OF CANADA (LFC) Refer to Exhibit 2**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

- 1. Be familiar with the history and makeup of the Lions Foundation of Canada.
- 2. Visit and be familiar with the programs LFC provides.
- 3. Encourage Clubs to have a Lions Foundation of Canada Chairperson and communicate with these Lions on a regular basis.
- 4. Encourage participation in the annual events organized by LFC.
- 5. Be familiar with and promote the various awards offered by LFC, such as the Judge Brian Stevenson Fellowship.

## **LIONS OF CANADA FUND FOR LCIF - Refer to Exhibit 2**

## **LIONS CLUBS INTERNATIONAL FNDATION – Refer to Exhibit 2**

## **LIONS PEACE POSTER AND PEACE ESSAY CONTESTS**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

- 1. Be familiar with the requirements and resources provided by Lions Clubs International. Refer to [www.lionsClubs/peacepostercontest.org](http://www.lionsClubs/peacepostercontest.org) .
- 2. Encourage Clubs to have a Lions Peace Poster and Peace Essay Chairperson and communicate with these Lions on a regular basis.
- 3. Encourage Clubs to participate in the Lions Peace Poster and Peace Essay Contest in their local schools.
- 4. Solicit financial support from Lions/Lioness Clubs to provide prizes for the winner and runners up in the district contest.

5. Hold the District A12 Lions Peace Poster Contest providing at least 3 unbiased judges to determine the district winner. Send the winning poster and essay to the District Governor to be forwarded to the Multiple District 'A' Contest.
6. If a District A12 winner is unsuccessful at the Multiple District 'A' level, present a cash award and a keeper plaque to the winners at their school during assembly.
7. If a District A12 winner is successful at the Multiple District 'A' Level, invite the winner and their parents to our annual district convention to receive the keeper plaque.
8. If a District A12 winner is successful at the Multiple District 'A' level, escort the winner and family members to the annual MDA Convention to receive recognition.
9. Any expenses incurred by this chairperson outside of A12 will be covered in accordance with Multiple District 'A' Rules of Audit.
10. Set up an exhibit of the winning posters and essays from the participating Clubs in the annual District A12 Convention display room.

## **LIONS QUEST**

**Refer to points 1 to 4 under "District Committee Job Descriptions".**

1. Be familiar with the programs provided by Lions Quest.
2. Be aware of the resources available on the Lions Clubs International website as well as our Lions Quest Canada website. Refer to [www.lionsquest.ca](http://www.lionsquest.ca)
3. Get to know the MDA Lions Quest Chairperson and communicate with them on a regular basis. Ask for assistance from this Lion and the staff at Lions Quest Canada
4. Encourage Clubs to have a Lions Quest Chairperson and communicate with these Lions on a regular basis.
5. Promote participation in the Lions Quest program.
6. Assist Clubs wishing to get involved with Lions Quest.
7. Work with the Lions Quest Canada office to organize and hold teacher training workshops.

## **LONG RANGE PLANNING**

**Refer to points 1 to 4 under "District Committee Job Descriptions".**

The LRP Committee has a permanent structure, approved by Cabinet on January 8, 2012, as follows: Committee Chairperson, Immediate Past District Governor, 1st. and 2nd Vice District Governors, Constitution & by-laws Chairperson and three Past District Governors appointed by the District Governor. LRP Committee meetings are open to all Lions and all Lions in attendance have the privilege of participating in discussions, can make and second motions, vote on motions and serve on sub-committees.

1. Call a meeting of all interested Lions to discuss and prepare recommendations for Cabinet on issues of concern referred by Cabinet or interested Lions.
2. Following each meeting the Minutes will be electronically distributed to all Lions and posted on the District A12 website.

## **MEMORIAL**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Members of this committee will be prepared to conduct a Memorial Service for a deceased Lion/Lioness when requested by the Club/family of the deceased.
2. Encourage use of the protocol described in the District Directory for notifying all Clubs that a Lion/Lioness is deceased as soon as possible after receiving notification.
3. Maintain an accurate database of Lions/Lioness who have passed away since our last district convention (data is currently saved by Region, name of deceased, Club, date of passing).
4. Obtain a photo of the deceased Lion/Lioness and forward to the Memorial Chair to be used at the A12 Memorial Service during convention.
5. At the conclusion of the District Convention, ensure that a copy of the power point presentation is forwarded to the Multiple District ‘A’ Host Convention Committee if requested.
6. Serve as an advisor to and during the District A12 Convention Memorial Service.

### **NOMINATING COMMITTEE - Appointed by District Governor – refer to C & BL’s**

***In the event of a crisis that precludes holding in person meetings such as rallies and conventions, special arrangements will be made to modify affected procedures. Refer to Exhibit 1***

1. Verify Club eligibility via information from LCI, MDA and A12 with respect to monies owing each entity. LCI issues an Eligibility List, MDA and A12 must be contacted directly for the information.
2. Prepare and send notification to Clubs regarding the number of eligible Voting and Alternate Voting Delegates they have. If the Club is not in good standing with LCI, MDA, and/or A12, advise the Club and follow up to ensure good standing is attained no less than fifteen (15) days prior to the opening of the Convention.
3. Receive and verify qualifications of candidates for District office and advise candidates of their status. The Nominating Committee Check Lists - Exhibits 3, 4, and 5 in the Policy Manual should be used.
4. Attend Region Rallies to oversee candidate nominations, if any, and oversee campaign speeches.
5. Prepare a list for each of the Credentials and Election Committees, of the number of votes each Club is entitled, and a list of Past International Officers entitled to personal votes.
6. At Convention Opening Business Meeting, introduce candidates running for Second and First Vice District Governors and District Governor, and oversee their introductions and speeches, according to C & BL’s limits.

## **SAMPLE CLUB LETTER**

Date xxx

Lions Club of xxx

Our District A-12 Convention, xxx will take place at the xxx on Saturday xxx and Sunday xxx.



We will be voting this year to elect District Offices for the coming Lions' Year; there are no changes to the Constitution & By-laws.

Each Club in good standing is entitled to one Delegate and one Alternate Delegate for each ten members or major fraction thereof, defined as five or more, who have been enrolled in the Club for at least a year and a day, as shown in the records of Lions International. Accordingly, your Club is entitled to **XX** votes.

***IF DUES ARE OWING, INSERT THE FOLLOWING PARAGRAPH***

***According to information we have received from Lions International and/or Multiple District A and/or A12, your dues are outstanding, in the amount(s) of \$ XXX, and must be paid by XXX for your Club to attain good standing, and your delegates permitted to vote. Please give this matter your immediate attention.***

Your **Delegate** and **Alternate Delegate** Voting Slips are attached to this e-mail as a separate file. Please print sufficient slips for your Delegates and Alternate Delegates, i.e., if your club has 2 votes, you should appoint two Delegates and two Alternate Delegates, and print two Delegate and two Alternate Delegate slips. Each Delegate and each Alternate Delegate, if applicable, must present the **appropriate** voting slip.

Alternate Delegates are allowed to vote **only** if a Delegate is unable to do so. Please be sure the slips are signed by your Delegates, Alternate Delegates and the Club Secretary or President.

Each Delegate and Alternate Delegate, if applicable, must present the Voting Slip along with his/her signed membership card, to the Credentials Desk and be certified before they can vote. Life Membership Cards issued by Lions Clubs International are of course acceptable.

**Credentials Certification and Voting will take place as follows:**

**Credentials - Saturday XXX and Sunday XXX**

**Voting – Sunday XXX**

**Times and Location will appear in the Directory you will receive at check-in.**

Please contact me if you have any questions.

XXX

Chair, Nominating Committee

***A variation of this letter should be sent to Past Council Chairs, Past District Governors, and the District Governor.***

**SAMPLE VOTING SLIPS**

DISTRICT A-12	DELEGATE VOTING SLIP	APRIL 2015
CLUB NAME: _____		
DELEGATE NAME: _____		
DELEGATE'S SIGNATURE: _____		
_____		
<b>CLUB SECRETARY</b>		
PLEASE PRESENT YOUR SIGNED VOTING SLIP TO THE CREDENTIALS DESK		

DISTRICT A-12	<b><i>ALTERNATE</i></b> DELEGATE VOTING SLIP	APRIL 2015
CLUB NAME: _____		
DELEGATE NAME: _____		
<b>ALTERNATE</b>		
DELAGATE'S SIGNATURE: _____		
_____		
<b>CLUB SECRETARY</b>		
PLEASE PRESENT YOUR SIGNED VOTING SLIP TO THE CREDENTIALS DESK		

DISTRICT A-12	PCC/PDG VOTING SLIP	APRIL 2015
<b>CLUB NAME:</b> _____		
<b>DELEGATE NAME:</b> _____		
<b>DELEGATE'S SIGNATURE:</b> _____		
_____ <b>CLUB SECRETARY</b>		
PLEASE PRESENT YOUR SIGNED DELEGATE SLIP TO THE CREDENTIALS DESK		

## **PUBLIC RELATIONS**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Be familiar with all of the PR resources provided by Lions Clubs International. Refer to [www.lionsclubs.org](http://www.lionsclubs.org)
2. Promote the “WE SERVE” philosophy that Lions around the world demonstrate every day. It is essential that we publicize our accomplishments and pay tribute to those who help us along the way.
3. Encourage each Club to have a Public Relations Chairperson and communicate with these Lions on a regular basis.
4. Encourage Clubs to explore all avenues to publicize their Club’s accomplishments e.g., local newspapers, radio, local cable TV, information booths, web sites, through local businesses, local schools and/or local government.
5. Provide information and photos of Club & District activities for insertion in the MDA magazine “The Lion”

## **SIGHT CONSERVATION & CNIB LAKE JOSEPH CENTRE**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Visit and be familiar with the CNIB Lake Joseph Centre.
2. Encourage each Club to appoint a Sight Conservation Chairperson and communicate with these Lions on a regular basis.
3. In cooperation with the Camp Director, organize and support summer bingo at the Camp,
4. Promote to all A12 Lions/Lioness/LEOs...
  - a) Attendance at the annual Lions Appreciation Day at Lake Joseph during August
  - b) Volunteering for the spring and/or fall work parties held at the centre

- c) Support for any of the fundraising projects initiated by the CNIB.
- d) Support for the Knights of the Blind recognition program-

## **SPECIAL OLYMPICS**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

The Lions District Special Olympics Chairperson shall provide information to the Lions Clubs in their District about Special Olympics. Special Olympics Canada has a number of sport club chapters throughout Ontario and Quebec as well as the whole of Canada.

1. Encourage Lion, Lioness and LEO Clubs to provide volunteer hours to games and or donate funds to Special Olympics;
2. Promote the mission of Special Olympics i.e., to provide year-round sports training and athletic completion in a variety of Olympic-type sports for children and adults with learning disabilities.
3. Promote the primary focus of Special Olympics Canada to enrich the lives of individuals with an intellectual disability through their involvement in sport.
4. Promote the objectives of **Opening Eyes**<sup>®</sup> by providing screenings to Special Olympics, educating athletes, parents, and coaches about the importance of regular eye care; educating and changing attitudes of eye care professionals about the vision care needs of persons with intellectual disabilities worldwide; and increasing knowledge of visual and eye health needs of persons with intellectual disabilities through research.

## **VISION SCREENING**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Promote participation in vision screening to the Lions/Lioness Clubs of District A12.
2. Encourage each Club to have a Vision Screen Chairperson and communicate with these Lions on a regular basis.
3. Be prepared to train a vision screening team in each A12 Club wishing to participate and supply the needed tools to do the job.
4. Lions Clubs should be encouraged to conduct this program annually in their local school(s). Large urban areas such as Barrie and Orillia should devise strategies to attain the goal of annual screening.
5. Ensure each Club reports their school’s vision screening results to the District Chairperson. Accurate statistics should be kept on an annual basis to determine the success of this program in District A12.

## **WEBMASTER**

### **Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Managing the District Domain Name Registration [www.a12lions.org](http://www.a12lions.org)
2. Updating and Managing the website [www.a12lions.org](http://www.a12lions.org)

3. Performing annual update(s) for International President Theme, to the public website for Officers and Chairs, to online directory & email accounts, for DG Project Page
4. Performing periodic updates to public website (Pages, Content, Blog, Posting etc.)
5. Performing periodic backups of the website and associated databases
6. Creating and/ managing sub-domains for A12 Convention etc.
7. Maintaining secure logon credentials for c-panel access, website administration, website editors etc.
8. Develop an “Online Communication Team” to help moderate mailing lists etc., assist Lions with on-line Message Center

### **PROCEDURE TO ACCESS LCI MESSAGE CENTER**

1. Sign on to LCI, then click **Message Center** (from choice bar at the top of the page)
2. Under **Select Recipients** choose Individual or Club or Enter Title  
(Use **Enter Title** if you want to send to Presidents, or Secretaries or Zone Chairperson, etc.)  
For example, if you chose Zone Chairperson, you then click **Search** and all seven names appear
3. Click the **Add** box for each Zone Chairperson you wish to contact. Their name will appear on the right.
4. When you have the names you wish, click **OK** at the bottom of the page.
5. The next page allows you to type your message. When your message is complete, click **Send** .

Please note that if you want to send to more than one Title, (i.e. Presidents and Secretaries), send the message again to each Title; you cannot group different Titles.

### **YOUTH EXCHANGE**

**Refer to points 1 to 4 under “District Committee Job Descriptions”.**

1. Become familiar with the Youth Exchange Program by referring to the Lions Clubs International website, Multiple District 'A' website and communicating with the Multiple District 'A' Youth Exchange Chairperson.
2. Promote participation in the Youth Exchange Program to all the Lions, Lioness and LEO Clubs in District A12.
3. Encourage each Club to have a Youth Exchange Chairperson and communicate with these Lions on a regular basis.
4. Be prepared to send out youth from District A12 to other countries involved in Youth Exchange.
5. Promote participation as a Host Family to youth traveling from other countries into District A12.

**NOTE: INDUCTION AND INTALLATION CEREMONIES - The following are quite lengthy. The presiding Officer is encouraged to adapt the ceremony to suit the occasion.**

## INDUCTION CEREMONIES

*(Make sure the membership certificate(s) are properly filled out and signed – framed would also be nice but not necessary -and make sure the Lions pin(s) is/are removed from the plastic bags)*

LION PRESIDENT (name), Members of the (Club name) Lions Club,  
Guests . . .

It is indeed a pleasure and an honour for me this evening to be involved in the ceremony of inducting (new member name) as a member (or (new member names) as members) into the (Club name) Lions Club.

The ceremony that we are about to begin is an especially important event in the life of *this/these* new Lion(s), and one that will be remembered for many years.

Before we begin, I would like to briefly outline the origin of Lions Clubs International.

In 1917, Melvin Jones brought a group of business and professional men together in Chicago to explore the possibility of merging a group of independent luncheon Clubs into something both larger and more focused.

Melvin Jones was motivated by a vision. He saw there was an element missing in the Clubs of his day, an element that would in his words, “give something back to the community”. That missing link was an emphasis on humanitarian action. While existing organizations performed some community service, their primary function was what we would to-day call “networking”. While Jones saw the value of enhancing the business and professional lives of members, he felt that for many, this would be not enough. And so, our Association of Lions Clubs had its beginning.

Lions became an international organization in 1920 when the Border Cities Lions Club was established in Windsor, Ontario. To-day, we are the largest service organization in the world, with over 1.3 million men and women in 205 countries and geographic locations. District A12 has 1,136 members in 48

Lions Clubs, thriving on the ideals of Lionism. *(Numbers are as of May 2012 – be sure to check for current data before each Induction you are asked to perform).*

In 1925 we accepted a challenge – heeding the call of Helen Keller to become “Knights of the Blind in the crusade against darkness.” Our goal to-day is to eliminate preventable and curable blindness throughout the world, and we are succeeding – initially with Campaign Sight First in 1994 and Campaign Sight First II which concluded in 2008.

Except for our continuing commitment to humanitarian service, we have changed in many ways. We began as a group of Chicago businessmen; to-day we are a global organization and welcome men and women from all walks of life. We honour our past and our traditions, but we also look forward and embrace the challenges and changes that will keep us relevant in the 21<sup>st</sup> century.

Congratulations (new member name) for accepting the challenge of becoming a Lion in our global community.

### INDUCTION SERVICE - OPTION #1

We are about to begin the initiation ceremony which will welcome (new member name) as a member (or (new member names) as members) into the fellowship of the (Club name) Lions Club.

(new member name) will you and your Sponsor Lion (sponsor name) please come forward?

On behalf of the members of the (Club name) Lions Club, I express to you our pleasure and pride at your presence this evening.

You are about to become a member of the world's largest and most active service Club, the International Association of Lions Clubs.

All of us believe that your membership will be beneficial to your Lions Club, to Lions International and most of all, to yourself.

The rewards of Lionism are great. You will enjoy the fellowship of some of the finest people in your community. As a Lion you will see the humanitarian needs in your community and, we know that you will assume a leadership role in fulfilling those needs.

Lionism is non-sectarian, yet it stands for all that is good.

It is non-political, yet it encourages a lively interest in government affairs.

Lion President (name), will you please read about our name, emblem, colours, slogan and motto?

Lion (name), will you please read *The Lions Code of Ethics*?

Lion (name), will you please read *The Lions Purposes*?

## INDUCTION SERVICE – OPTION #2

We are about to begin the initiation ceremony which will welcome (new member name) as a member (or (new members name) as members) into the fellowship of the (Club name) Lions Club.

(new member name) will you and your Sponsor Lion (sponsor name) please come forward?

On behalf of the members of the (Club name) Lions Club, I express to you our pleasure and pride at your presence this evening.

You are about to become a member of the world's largest and most active service Club, the International Association of Lions Clubs.

Lion (name of highest ranking past or present officer present) would you please light the purple candle representing Lions Clubs International

All of us believe that your membership will be beneficial to your Lions Club, to Lions International and, most of all, to yourself.

The rewards of Lionism are great. You will enjoy the fellowship of some of the finest people in your community. As a Lion you will see the humanitarian needs in your community and, we hope that you will assume a leadership role in fulfilling those needs.

Lionism is non-sectarian, yet it stands for all that is good.

It is non-political, yet it encourages a lively interest in government affairs.

Lion President (name) would you please light the gold candle from the purple candle, representing the (Club name) Lions Club and Canada, the country that made us an International association.

Lion President (name), will you please read about our name, emblem, colours, slogan and motto?

Lion (name), will you please read *The Lions Code of Ethics*?

Lion (name), will you please read *The Lions Purposes*?

Our name....

The "LIONS" proper name is: "THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS".

Our emblem....

A large letter 'L' standing for LAW, LIBERTY, LABOUR, LOYALTY, LOVE, LIFE,

LIONS: on a circle representing the Lions Clubs all bound together into one.

Lions' profiles looking two ways, representing a Lion looking in every direction for an opportunity to give unselfish service, with the word "LIONS" at the top representing the Association. It is the unwritten obligation of every Lion to wear and display this emblem with pride.

The colours purple and gold....

To Lions, PURPLE stands for LOYALTY to country, LOYALTY to friends, LOYALTY to one's self and to the integrity of mind and heart. It is the traditional colour of STRENGTH, COURAGE, and the tireless DEDICATION TO A CAUSE.

GOLD symbolizes SINCERITY of purpose, LIBERALITY in judgment, PURITY in life and GENEROSITY in mind, heart, and purse toward our fellow citizens.

Our slogan.... "LIBERTY, INTELLIGENCE, OUR NATION'S SAFETY". Past International President Sid Scruggs III has suggested the Slogan may also mean: "Loving Individuals Offering Needed Service."

Our motto.... "WE SERVE"

## **LIONS CODE OF ETHICS**

Individual members of Lions Clubs are guided by a *Code of Ethics* which, with only minor changes, has stood the test of time since its adoption by the International Convention of 1918.

1. To show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
2. To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
3. To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
4. Whenever a doubt arises as to the right or ethics of my position or action towards my fellow men, to resolve such doubt against myself.
5. To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another but, that true friendship demands nothing but accepts service in the spirit in which it is given.
6. Always to bear in mind my obligations as a citizen to my nation, my province, and my community and, to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labour and means.
7. To aid my fellow man by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
8. To be careful with my criticism and liberal with my praise; to build up and not destroy.

## **LIONS CLUBS INTERNATIONAL PURPOSES**

To organize charter and supervise service Clubs to be known as Lions Clubs.

To co-ordinate the activities and standardize the administration of Lions Clubs.

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To take an active interest in the civic, cultural, social, and moral welfare of the community.

To unite the Clubs in the bonds of friendship, good fellowship, and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by Club members.

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.



## LIONS OATH

Since you have expressed a desire to affiliate with this Club, and with Lions Clubs International, I now ask that you respond to my words with a simple 'I DO' or 'I WILL'....

“Do you hereby accept membership in the (Club name) Lions Club knowing that such membership obligates you to participate in all functions of the Club?”

“To the best of your ability, will you abide by the LIONS CODE OF ETHICS, attend meetings regularly, accept such assignments as are given to you and to contribute your share to the programs of your Club, District and Lions Clubs International?”

I am pleased to declare you are a member of the (Club name) Lions Club.

*(Option – have the new Lion read the Oath)*

“I hereby accept membership in the (Club name) Lions Club knowing that such membership encourages me to participate in all functions and activities of the Club.

To the best of my ability, I will abide by the Lions Code of Ethics, attend meetings regularly, and contribute my share to the programs of my Club, our District and Lions Clubs International.”

Your Sponsor will now place the LIONS EMBLEM that signifies this membership, on your left lapel. Always remember to wear it over your heart.

*(If using Option # 2, at this point ask the new Lion to light the white candle from the gold candle, to represent his/her membership in the Club)*

## SPONSOR'S OATH

Now I would like to ask Lion (sponsor name), as Sponsor, to respond to my words with a simple “I will”.

“Will you fulfill the following obligations to this new member?

- Make *him/her/them* feel welcome at all Lions' functions by introducing *him/her/them* to other members?
- Provide *him/her/them* information about our Club, its Officers, and Constitution?
- Ensure that officers provide assignments which will enable *him/her/them* to immediately become an active Lion?
- Be ready to answer any questions on the operation of the Club, Zone, Region or District?
- Encourage *him/her/them* to let you know of any existing problems and offer possible solutions?
- Assist *him/her/them* in developing into an outstanding Lion?”

*(Option – have the Sponsor read the Oath)*

“I promise that as Lion (new member name)'s sponsor, I will do the following:

Make feel welcome at all Lions' functions by introducing *him/her/them* to other members

Provide *him/her/them* information about our Club, its Officers, and Constitution

Ensure that Officers provide assignments which will enable *him/her/them* to immediately become an active Lion

Be ready to answer any questions of the operation of the Club, Zone, Region or District

Encourage *him/her/them* to let me know of any existing problems and offer possible solutions.

Assist *him/her/them* in developing into an outstanding Lion.”

## CLOSING STATEMENT

Lion (new member name), wear this Lions emblem constantly, and with pride.

Congratulations and welcome to the greatest of all service Club organizations - THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS.

On behalf of your Club, I now present you with your official CERTIFICATE OF MEMBERSHIP and a NEW MEMBER KIT which will help you get off to a good start in your life as a Lion.

As well, I would like to give you a copy of our District A12 Orientation Manual (*or advise the manual will be mailed to them*).

Lion (sponsor name) congratulations and thank you for sponsoring Lion(s) (new member name) ;

We know you will take your responsibilities seriously. I would like to present you with your Sponsor Certificate.

And Lions of (Club name) – you too are responsible for taking this/these new Lion(s) under your wings and helping *him/her/them* to become the great Lion(s) we all know *he/her/they* want(s) to be.

Fellow Lions, how do we greet our newest member(s)?

*(After the ceremony – send an email to the District Governor and the GMT coordinator advising them of the name(s) of the new Lion(s) and the Club. Also advise if you provided the new member(s) with the Orientation Manual.)*

## **INSTALLATION OF OFFICERS**

It is an honour and a privilege for me to be invited to install the officers of this Club for the coming Lions' Year.

Secretary\_\_\_\_\_ have the names of the incoming officers been filed in the Office of Lions Clubs International?

Although each Officer will receive information and suggestions that should help in carrying out the various duties, I would like to briefly outline the duties so that all of us may know what is expected.

### **LION TAMER**

Lion\_\_\_\_\_ you have been elected to serve as Lion Tamer and as such you will oversee and responsible for the Club's property. It is your duty to see that the flags, gong, Club banner and other paraphernalia are properly displayed at every meeting. You are to assist in welcoming members and guests and ensure that places are provided at dinner and business meetings.

Will you perform your duties to the best of your ability?

### **TAIL TWISTER**

Lion\_\_\_\_\_ you have been elected to serve as Tail Twister and as such you will maintain harmony and good fellowship and fun at all meetings. Using sound judgement, you shall impose and collect fines at each meeting. Much of the success and fun at meetings will depend upon your resourcefulness and creativity.

Will you perform your duties to the best of your ability?

## **SAFETY OFFICER**

Lion \_\_\_\_\_ you have been elected to serve as Safety Officer and as such you will ensure that safety measures are in place by reviewing activities to identify potential hazards, completing the self-inspection checklist as available from Lions Clubs International, ensuring adequate supervision and acquiring proper insurance coverage. In the event of an incident, you will gather and report all significant information relevant to the incident to the insurance company in a timely manner. Will you perform your duties to the best of your ability?

## **PROGRAM CO-ORDINATOR**

Lion \_\_\_\_\_ you have been elected to serve as Program Co-ordinator and as such you improve general meetings and keep members informed of topics of importance to members by scheduling speakers and entertainment for general meetings based on the interests of club members. You obtain permission for speakers from the President, inform the Club Secretary for inclusion on the agenda and inform the Marketing Communication Chairperson to ensure effective communication. You welcome the speaker on arrival and ensure proper seating and welcoming during the event. Will you perform your duties to the best of your ability?

## **CLUB LCIF CO-ORDINATOR**

Lion \_\_\_\_\_ you have been elected to serve as Club LCIF Co-ordinator and as such you communicate the mission and success of LCIF and its importance to Lions Clubs International, implements LCIF development strategies within the Club and collaborate with LCIF District Co-ordinator to promote LCIF in the local area to ensure alignment with District goals. In this position you also collaborate with the Club Service Chairperson and the Global Action Team to support Club initiatives. Will you perform your duties to the best of your ability?

## **DIRECTORS**

Lions \_\_\_\_\_

You still have one year to serve as a Director and

Lions \_\_\_\_\_

You have been elected to serve as a Director for two years.

With the other officers you form what is called the Board of Directors. You, along with the other elected officers should work together as a team formulating and executing the policies and resolutions of this Club. All new business should be considered by the Board of Directors first and then recommendations made to the general membership. You are expected to attend all regular and any special meeting of the board.

Will each of you perform your duties to the best of your ability?

## **MEMBERSHIP CHAIRPERSON**

Lion \_\_\_\_\_ you have been elected to serve as the Membership Chairperson and you will be responsible for the development of a growth program, regular encouragement at meetings to invite new quality members, the preparation and implementation of orientation sessions, and to serve as a member of the Zone level Membership Committee

Lion \_\_\_\_\_ you have been elected to serve as Vice Chair of the Membership Committee and  
Lion \_\_\_\_\_ you have been elected to serve as a committee member

It is your joint responsibility to assist the Chair in the preparation and execution of his/her duties and as team members assist in highlighting the importance of membership at the Club level.

Will each of you perform your duties to the best of your ability?

### **SERVICE CHAIRPERSON**

Lion \_\_\_\_\_ you have been elected to serve as Club Service Chairperson and it is your responsibility to serve as a Club's Global Action Team. You will collaborate with the District Global Service Co-ordinator, Club LCIF Co-ordinator, District leaders, and Club Service Committee to develop service goals and action plans, lead the service committee to implement Club service plans, incorporate opportunities for local youth and Leos to engage in all aspects of service activities, report service activities to Lions Clubs International, serve as a Club resource on current community needs, increase member satisfaction by encouraging participation and engagement in service projects, collaborate with the Club Membership Chairperson and other Club committees to promote membership opportunities to non-Lions during service projects, and attend the District Governor's Zone Advisory committee meetings when appropriate.

Will you perform your duties to the best of your ability?

### **MARKETING COMMUNICATION CHAIRPERSON**

Lion \_\_\_\_\_ you have been elected to serve as Marketing Communications Chairperson and it is your responsibility to develop and implement a communications plans to publicize club activities, expand humanitarian initiatives, provide communication tools to club members, assist the Club President in communicating information from the District, Multiple District and International headquarters to Club members, work closely with the Club Membership Chairperson to reach out to new potential Club members, attend the Zone Advisory Meetings, and participate in meetings held by the District Marketing Communications Chairperson.

Will you perform your duties to the best of your ability?

### **VICE PRESIDENTS**

Lion 3<sup>rd</sup> VP \_\_\_\_\_

Lion 2<sup>nd</sup> VP \_\_\_\_\_

Lion 1<sup>st</sup> VP \_\_\_\_\_

You have been elected to serve as Vice-Presidents. What I have just said about the duties of Directors also applies to you. In addition, you, in order of your office and presence, will substitute for the President in his absence from any Club or Board of Directors meeting. With the direction of the President, you will oversee and become a team member of any committees the President may designate.

Will each of you perform your duties to the best of your ability?

### **TREASURER**

Lion \_\_\_\_\_ you have been elected to serve as Treasurer and as such you will be custodian of all Club funds. You, with the Finance Committee should prepare a budget for Board and member approval. You will disburse funds only at the direction of the Board of Directors and will deposit all monies in a financial institution designated by the board. You shall collect from the members all monies due the

Club and present the financial status to the board and general membership monthly. You shall arrange for a financial review of the books at the conclusion of the fiscal year.

Will you perform your duties to the best of your ability?

## **SECRETARY**

Lion\_\_\_\_\_ you have been elected to serve your Club as Secretary. Performing your duties efficiently will help ensure the success of the Club. You are the liaison between your Club and the district, MDA and Lions International. It is critical that all communications be referred to the Board of Directors and the Club. Of equal importance is the prompt and accurate submission of the monthly MMR to the District Governor and Lions Clubs International.

You shall keep the general Club records that include the minutes of meetings, attendance, and member records.

You are a member of the District Governor's Zone Advisory Committee and as such should attend all Zone Advisory meetings.

Will you perform your duties to the best of your ability?

## **PRESIDENT**

Lion\_\_\_\_\_ you have been elected to the Office of President. You are the Club's Chief Executive Officer and as such will be expected to preside at all meetings of your Club. It is your responsibility to appoint the administrative and activities committees and with your Vice Presidents give the necessary leadership to allow them to function smoothly.

You are a member of the District Governor's Zone Advisory Committee and as such are expected to attend all Zone Advisory meetings.

Early planning is important to continue to build the Club and achieve the Club's goals.

Will you perform your duties to the best of your ability?

## **IMMEDIATE PAST PRESIDENT**

Lion\_\_\_\_\_ you will be the Immediate Past President of this Club. It is your responsibility to help and support to enable the President to perform his/her duties so that the Club will continue to live by our motto "We Serve".

Will you as Immediate Past President perform your duties to the best of your ability?

## **TO THE EXECUTIVE**

The policies and achievements of this Lions Club will depend largely upon the actions of the Board of Directors of which you are members. On your honour as Lions, do you individually and collectively, promise to stand by this Club, live with it, work with it throughout the coming year and take the time to perform your duties properly?

## **TO THE CLUB MEMBERSHIP**

Please stand

These Lions, who have been entrusted by you with the Club responsibilities, have signified their intentions to exert their personal best efforts to make this Lions Club the kind of organization it should be.

To be successful, you as an individual member must be prepared to give your support and commitment to the President and other elected officers, bearing in mind that you collectively elected these officers. Will you pledge to support them actively always?

I declare these Lions duly installed into the respective offices to which they have been elected.

### **IMMEDIATE PAST PRESIDENT TO PRESIDENT**

I hand this gavel to you as a symbol of leadership and a token of the Club's esteem and confidence in you.

On behalf of the membership, I want to assure you of our readiness to follow your leadership during your term of office.

Congratulations and best wishes for a successful year.

### **MEMORIAL SERVICE FOR LION/LIONESS**

To enable us to show respect for a departed fellow Lion/Lioness, it is essential that the Lions/Lioness Club follow the district communication procedure as described in the district directory.

If requested by the family, a Lions/Lioness Memorial Service should be arranged and the details as to time and place communicated as quickly as possible.

If the family does not wish to hold a Memorial Service, it is suggested that the district communication procedure still be followed. This will allow timely expressions of sympathy to be conveyed to the family.

The Memorial Service is the responsibility of the Lions/Lioness Club in organizing and selecting participants and the roles they will assume. Assistance from district officers may be requested.

Preparation:

**REMEMBER, EVERY SERVICE IS PERSONAL, ALLOW COMMON SENSE TO GUIDE YOU**

Take a quick moment to check the room where you will be conducting the service (candle, lectern, available space, etc.) Are chairs available for those of our members who may require them?

Assemble the Lions/Lioness a minimum 15 minutes ahead of the service, preferably in an adjoining room. Thank the Lions/Lioness for being present. Explain the service which you are about to perform. If you have not already done so, determine who will be speaking for the Club and also if there are any other speakers – ask them to be brief.

Lead the members into the viewing room, usually led by the home Club, and form an open horseshoe facing the casket, being careful not to block seated family. (If there is a large participation by Lions Family, you may wish to have someone direct members into the hall – several rows may be required.)

After the service, invite the Lions/Lioness to pay brief respects to the family before filing orderly out of the room. If possible, the Service leader(s) should stand by the family to ensure an orderly procession. (Discuss this with family beforehand)

Gather up any of your paraphernalia before leaving the funeral home.

## MEMORIAL SERVICE

### MEMBERS OF THE LIONS FAMILY, PLEASE STAND

Good afternoon/evening, I am \_\_\_\_\_ and will be conducting the Memorial Service for Lion/Lioness \_\_\_\_\_, and (Name) will be assisting me.

Names of family members \_\_\_\_\_, we appreciate being asked to be here today.

District Officers, present and past, fellow Lions, Lioness, and friends, we will begin our service by reading a portion of the Lions Code of Ethics which Lion \_\_\_\_\_ held true for so many years.

“To hold friendship as an end, not as a means; to hold that true friendship exists not on account of the service performed, by one to another, but that true friendship demands nothing, but accepts service in the spirit in which it is given.”

(PAUSE) YOU MAYBE SEATED

A poem by Wallace West

The measure of a person is:

Not - how did he die?

But - how did he live?

Not - what did he gain?

But - what did he give?

These are the units to measure the worth of a person, as a person, regardless of birth.

Over 100 years ago, Woodrow Wilson wrote:

“There is no cause half so sacred as the cause of a people. There is no idea so uplifting as the idea of the service of humanity”

Fellow Lions and Lioness, it is fitting and proper that we who have enjoyed the fellowship of Lion/Lioness \_\_\_\_\_ should mark his/her passing together.

Lion/Lioness \_\_\_\_\_ is no longer with us, in the physical sense, and we lift our hearts in thanksgiving for the privilege of sharing part of this earthly life with him/her – and for the inspiration which he/she has left with us – to serve humanity.

I now call on Lion/Lioness \_\_\_\_\_ to say a few words about Lion/Lioness \_\_\_\_\_ service in the \_\_\_\_\_ (name of Club) and in his/her community.

*OTHERS WISHING TO SPEAK – comments should be brief*

### **Tribute Poem**

Don't grieve for me, for now I'm free

I'm following the path God laid for me.

I took his hand when I heard him call

I turned my back and left it all.

I could not stay another day

To laugh, to love, to work or play.

Tasks undone must stay that way.

I found that peace at close of day.

If my parting has left a void

then fill it with remembered joy.

A friendship shared, a laugh, a kiss,  
ah, yes, these things I too will miss.  
Be not burdened with times of sorrow  
I wish you the sunshine of tomorrow.  
My life's been full, I've savoured much,  
good friends, good times,  
a loved one's touch,  
Perhaps my time seemed all too brief,  
don't lengthen it now with undue grief.  
Lift up your hearts and share with me  
God wanted me now:  
He set me free.

We will miss him/her at our meetings and his/her assistance in our service and fund-raising programs. We acknowledge the obligations that he/she leaves with us and pledge that we will carry on, each of us with greater zeal, so that those things he/she would have helped us to do will not be left undone. We wish to express once more, the respect that we felt for Lion/Lioness\_\_\_\_\_. To Lion/Lioness \_\_\_\_\_ family, and his/her loved ones, we sincerely offer our heartfelt sympathy. We hope that you will find strength and comfort from your family, your friends, and the Lions community at this time of sorrow.

*PAUSE . . .*

Lionism has lengthened the shadow of many people.  
People who stood tall to assist the blind,  
People who stood taller because they helped a child,  
People who reached for the stars with their dreams,  
and through Lionism, fulfilled their plans and projects.  
Not necessarily big, as measured by size, fame, or fortune, but big, as human values are measured.  
For over 100 years Lions have impressed their communities, their nations, and the world, and have left us a golden legacy, a proud heritage, that we must pledge ourselves anew to carry on.

The glow from the candle is but a small symbol of the light which Lion/Lioness \_\_\_\_\_ caused to shine in the hearts and lives of his/her fellow human beings. I charge you, my fellow Lions and Lioness, not to allow the flame of the candle to grow dim. Instead, we must kindle it, so its glow will be ever brighter and that it may be seen from afar. We give thanks for the opportunity to have known Lion/Lioness\_\_\_\_\_. We trust that his/her spirit might live on through our words and deeds. During the years \_\_\_\_\_ was a Lion/Lioness, he/she received much recognition – but the greatest is the one you give today – acknowledgement from his/her Lions' Family that he/she was loved and respected. To his/her family, our sincerest thanks for allowing us to have this Memorial Service and for sharing Lion/Lioness \_\_\_\_\_ with us for so many years.



This concludes our Lions Service. *Invite the Lions/Lioness to file past the casket/ashes and pay **brief** respects to the family. The service leader(s) may stand by the casket/ashes or by the family, paying their respects last.* +

## **DONATIONS: MEMORIAL OR ILLNESS - OFFICERS OR PDG'S**

Should a sitting Officer or a PDG die, the District will make a memorial donation of \$50 to a charity of choice of the family.

Should a sitting Officer become ill, the District will send a fruit basket, flowers, or other suitable gift, not to exceed \$50.

Each year the District will purchase a Memorial Tree in the Lions Foundation of Canada Memorial Forest in Breslau to recognize the members of the Lions Family who have died during the year. The cost of the tree will be the prevailing fee charged at the time of purchase.

## **CLUB IN GOOD STANDING**

Each Club in good standing will be allowed to send the number of Voting Delegates and Alternate Voting Delegates to the A12 District Convention, as determined by Lions Clubs International "Voting Delegate" formula.

In District A12, "Club in Good Standing" shall be interpreted to mean:

1. All District A12 membership dues and assessments have been paid in full for the current and previous Lions Years, in accordance with Lions Club International rules, must be paid and received 15 days prior to the opening date of the annual District A12 Convention.
2. All Multiple District "A" membership dues, assessments and other amounts have been paid in accordance with Multiple District "A" policies.
3. All Lions Clubs International membership dues, assessments and other amounts have been paid in accordance with Lions Clubs International policies.
4. Any outstanding balances of \$10 or more owing District A12 for 45 days or more, other than dues and assessments, must be paid in full and received 15 days prior to the opening date of the annual District A12 Convention, to acquire good standing.

## **FUNDRAISING – LICENSE REQUIREMENTS**

Sections 206 and 207 of the Criminal Code of Canada expressly prohibit gambling, with three exceptions. The exception which concerns us allows the Provinces to license certain gambling operations to **Licensed** Charitable or Religious organizations, providing the proceeds are used for *charitable or religious purposes*. The Province of Ontario, under Order in Council, has passed on this responsibility to the municipalities for Bingo schemes under \$5,500 and Raffles under \$50,000.

**Bingo AGCO Form 3011E 2015/06 Pages 5 and 6** describe the eligible expenses as "out-of-pocket" expenses. These are not flat percentages of sales or profits but rather are definite and direct costs where a receipt can be produced. Ads and promo are limited to 2% of the prize board. Bona Fide members actually working the event (not outside volunteers) may receive up to \$20 per person, **not to exceed 3% of the prize board**. If paying these expenses causes the organization to break-even or suffer a loss, no expenses are to be paid. There is no provision to cover "indirect" costs, whatever that term may

mean! (So that's the "legal" interpretation. Lions International has a different interpretation - to voluntarily support Lions projects at Club, District and International level.)

**Break Open Tickets Form 4016E 2015/06 Page 6 and 7** states the expenses must be "reasonable, related to the conduct and management of the lottery and also that expenses must have a receipt. There is a set formula on the corresponding report that "fixes" the amount of expense.

**Raffle Tickets Form 6004A E 2015/06 Page 4** As with the other "schemes", the Terms and Conditions clearly state the Lottery must be conducted by a licensed Charitable or Religious organization. All expenses for that raffle must be covered by that raffle (in other words no co-mingling of funds from other sources). All expenses must be directly related to that raffle/lottery. Those expenses must be reimbursed individually, and no ticket seller may receive more than 5% of the actual ticket price - sell a \$2 ticket - get ten cents!! All proceeds go to charitable or religious purposes

**Social Games Form 3023** this covers blackjack, wheels, etc. in a Hall. Other than the AGCO approved supplier where the charity obtains the equipment, and a maximum 15% rental for the Hall, no other expenses are allowed (no parking, decorating) and no one is allowed to accept a tip.

**Fairs & Exhibitions Form 3018** covers virtually the same things as Social Games, but the event takes place outdoors.

#### USE OF FUNDS CHART AND INFORMATION SHEET

How Funds Are Raised	Use for Public Projects? (Activity Account)	Use for Administrative Expenses? (Administrative Account)
<b>Administrative</b> – dues, rental fees, fines, advertisement in newsletters to Lions	Yes	Yes
<b>Public</b> – any fundraising event open to the public, public contributions, and bequests	Yes	No *
<b>Interest</b> – accumulated investments from money received from the public	Yes	No*
<p><i>*Direct expenses may be deducted from a public fundraiser to replenish the Administrative Account. Also, if a Lions building is used to meet the needs of the community at large, the club may deduct an amount of the proceeds of each activity held at the clubhouse to go towards the operating expenses of the building.</i></p>		

#### Activity Fund (Public)

All funds raised from the public must be returned to public use, including money accumulated from invested public funds. These funds may **NOT** be used for administration, to benefit a member, or for travel and meeting expenses for conventions, forums, institutes, or any other Lions events.

### **Administrative Fund**

Administrative funds are supported through contributions from Lions through dues, fines, and other individual contributions. It is possible for Lions Clubs to fund their administrative account in the following manner:

- Private fundraising activity limited to Lions Clubs members and their spouses
- Advertisement proceeds for Club Newsletters
- Donated member compensation for work as individual citizens at non-lion events, while not dressed or identified as Lions
- Deduct direct operating expenses of a fundraiser
- If the Lions building is used to meet the needs of the community at large, the club may deduct an amount of the proceeds of each activity held at the clubhouse to go towards the operating expenses of the building.

## **LEGAL OPINION ADOPTED BY THE INTERNATIONAL BOARD OF DIRECTORS**

### **FUNDS RAISED FROM ACTIVITIES**

**QUESTION:** May funds raised from the public be used for administrative or other non-public purposes?

**OPINION:** No. The Articles of Incorporation of the International Association of Lions Clubs state that the association is organized, among other things, "to govern all such chartered clubs so that they shall be nonpolitical, nonsectarian, not for profit of the individual club or its individual members."

Therefore, the Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall inure to the benefit of any individual Lion or Lions club. Since districts are created by the association to facilitate its administration of individual Lions and Lions clubs, this proscription, by implication, runs to district administrative expenses as well.

The wisdom of this proscription is clear. To finance and fulfill their basic function of service, Lions clubs ask the public to patronize fairs, circuses, raffles, show and the like, and to purchase products infinite in variety. This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need. Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public. The proscription in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administration dues, deficits or expenses at the club, district, or international level is a breach of faith and an express violation of the basic document of the association.

This opinion shall be interpreted to mean that there shall be no public solicitation of funds to defray administrative expenses of a Lions club.

## **REIMBURSEMENT – CABINET CHAIRPERSONS**

Motion 5, passed by Cabinet May 5, 2013, and approved by Cabinet October 23, 2016 (Motion 4) to be considered District policy and included in the Policy Manual, with a change regarding the dollar amount in the budget line for said reimbursement. The Motion reads as follows: A budget line be created, the amount to be determined when the annual budget is created, for Committee Chairperson/Member expenses. Once all Committee Chairperson and Member mileage expenses have been submitted, claims will be considered using the following formula: a) the first 250 kms. are not reimbursable; b) mileage claims be considered for reimbursement not exceeding the current MDA Rules of Audit rate (actual rate to be determined by the total of all claims submitted); c) mileage will be considered for reimbursement only if Committee Chairperson or Member *played an active role* in the meeting for which he/she is claiming reimbursement.



**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS - DISTRICT A12  
CANDIDATE NOMINATION AND ENDORSEMENT FORM**



The Lions Club of \_\_\_\_\_ endorses Lion \_\_\_\_\_ as a candidate for the office of:

- DISTRICT GOVERNOR    FIRST VICE DG    SECOND VICE DG    REGION CHAIR    ZONE CHAIR

A motion to nominate this candidate was moved by Lion \_\_\_\_\_ and seconded by Lion \_\_\_\_\_

at a Club meeting held on \_\_\_\_\_. The motion was carried.

*An extract from the Minutes of this meeting must also accompany this form*

*The qualifications of the above-named Lion for the office for which he/she is a candidate are as follows:*

**FOR THE OFFICE OF DISTRICT GOVERNOR:**

- Is currently serving as the District A-12 First Vice District Governor

**1. FOR THE OFFICE OF FIRST VICE DISTRICT GOVERNOR:** (must have served the following office).

- Second Vice District Governor in District \_\_\_\_\_ for the Lions' Year / \_\_\_\_\_

**2. FOR THE OFFICE OF SECOND VICE DISTRICT GOVERNOR:** (must have served *one* of the following offices)

- Zone Chairperson in District \_\_\_\_\_ Zone \_\_\_\_\_ for the Lions' Year \_\_\_\_\_ / \_\_\_\_\_  
 Region Chairperson in District \_\_\_\_\_ Region \_\_\_\_\_ for the Lions' Year \_\_\_\_\_ / \_\_\_\_\_  
 Cabinet Secretary and/or Treasurer in District \_\_\_\_\_ for the Lions' Year \_\_\_\_\_ / \_\_\_\_\_

**3. FOR THE OFFICE OF REGION CHAIRPERSON OR ZONE CHAIRPERSON:**

- Was President of the Lions Club of \_\_\_\_\_ in District \_\_\_\_\_  
for the Lions' Year \_\_\_\_\_  
AND  
 Was a member of the Board of Directors of the Lions Club of \_\_\_\_\_ in District \_\_\_\_\_  
for an additional two years \_\_\_\_\_ / \_\_\_\_\_ and \_\_\_\_\_ / \_\_\_\_\_

*If you served previously as Zone Chairperson or Region Chairperson, please indicate what year(s) you served and in which District*

\_\_\_\_\_

**4. CERTIFICATION BY CLUB SECRETARY:** The above information pertaining to the nomination and endorsement Is certified as true and correct.

Secretary \_\_\_\_\_ Lions Club of \_\_\_\_\_ Dated \_\_\_\_\_

**5. ACCEPTANCE BY CANDIDATE:**

This nomination and endorsement for the above noted office for District A-12 is accepted by:

Lion \_\_\_\_\_ Dated \_\_\_\_\_

(Signature of Candidate)

**NOTE:** This Nomination and Endorsement Form and an extract from the Minutes of the meeting at which the nomination was made, must be filed with the District Governor *not later than thirty (30) days prior to the official opening of the annual District A-12 Convention*. Refer to the District A12 and International Constitutions and By-laws, and A12 Policy Manual for further information. **Rev. 2021**

## **EXHIBIT 1**

### **ELECTION PROCEDURE IN THE EVENT THE DISTRICT CONVENTION IS CANCELLED:**

#### **Nominating Committee:**

Since this Committee must be appointed by the District Governor at least sixty (60) days prior to the sub-District Convention (Article II, page 12 of the C & BL's), no change is required for this Committee.

#### **Credentials Committee:**

Under the direction of the Credentials Chair, a Lion from each Region shall be appointed by the District A12 Governor. These Lions shall email the Clubs in their respective Region, indicating the number of Delegates assigned by LCI, as well as their eligibility. Clubs will be requested to assign members who will be voting and to submit those names and email addresses back to the Elections Committee by the Friday one week prior to the originally scheduled Convention date. (i.e. If the elections at Convention were to be held April 5<sup>th</sup>, the Clubs must submit names and email addresses by Friday March 27<sup>th</sup>). A similar email will be sent to all eligible PDG's.

On the Monday immediately following, (in this example, March 30<sup>th</sup>) eligible Delegates and PDG's will be emailed their appropriate Zone Ballot along with an email address to submit their ballot. Ballots must be submitted between 8 AM and 12 o'clock noon on the Sunday that elections at the Convention were to take place (in this example, April 05<sup>th</sup>). Ballots received prior to or later than the specified time will not be considered. A sample letter is attached.

#### **Elections Committee:**

The Elections Committee, appointed by the District A12 Governor, will meet at an agreeable location on the afternoon of that Sunday to review all ballots submitted and tabulate the results. Those results will be forwarded to the District Governor and an e-blast will be sent out to all Clubs and Candidates later that day with the results. Ballots received by email shall be retained for a minimum fifteen (15) days in case of a dispute.

### **ELECTRONIC VOTING PROCEDURE**

Dear Delegate:

Voting is scheduled for \_\_\_\_\_ only. (8:00AM to Noon) Vote by email to:

[Voting2020@a12lions.org](mailto:Voting2020@a12lions.org).

You will be voting for the following candidates for District Officers:

District Governor  
1<sup>st</sup> Vice District Governor  
2<sup>nd</sup> Vice District Governor  
Region 8 Chairperson  
Zone 8 South Chairperson

The ballot form is attached. Please note that ballots received prior to - or later than - the above date and time will not be counted.

If for any reason you are unable to print the ballot, please enter the names of the candidates in your return email and indicate yes or no beside each name.

Thank you for serving as delegate for your Club. If you have any questions, please contact me.

Yours in service

Region 8 Credentials

## **EXHIBIT 2**

### **LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) LIONS OF CANADA FUND FOR LCIF LIONS FOUNDATION OF CANADA (LFC), LIONS OF CANADA / LIONS DU CANADA (LCCI),**

For many new and seasoned Lions, acronyms for some Lions programs can be confusing - especially when they are similar. For this reason, we have drafted a document for Lions to reference for information for the similar but different programs.

#### **Lions Clubs International Foundation (LCIF)**

This is YOUR Foundation! Our **mission** is to support the efforts of Lions clubs and partners in serving communities locally and globally, giving hope and impacting lives through humanitarian service projects and grants.

For more than 50 years, we have dedicated our energies to increasing the ability of Lions everywhere, helping them empower the communities they serve. Since 1968, LCIF has given over US\$1 billion in grants. Of those grants, many have come to Canada to help districts and club serve their communities. In fact, Canadian Lions have received more than we have given.

<https://www.lionsclubs.org/en/discover-our-foundation/mission>

#### **Lions of Canada Fund for (LCIF)**

The Lions of Canada Fund for LCIF is a registered Canadian Charity. Hence, it enables Canadian contributors to receive an official Canadian Income Tax Receipt. Contributions to the Lions of Canada Fund for LCIF are often used for Canadian Lions Club Grants applications.

<https://lionsofcanadafundforlcif.ca>

#### **Lions Foundation of Canada (LFC)**

Lions Foundation of Canada's mission is to assist Canadians with a medical or physical disability by providing them Dog Guides at no cost. To do this, the Foundation operates Dog Guides Canada - a pre-eminent national training school and charity that assists individuals with disabilities through specialized Dog Guide programs, that established in 1985.

Now the largest school of its kind in Canada, Lions Foundation of Canada Dog Guides is located in Oakville and has a breeding and training facility in Breslau.

<https://www.dogguides.com>

#### **Lions of Canada Consultative Committee / Lions Du Canada Comité Consultatif [LCCC]**

Lions from across Canada have come together to support Lions Clubs across Canada. The purposes for which the Lions of Canada Consultative Committee / Lions Du Canada Comité Consultatif works to promote the purposes and objectives of Lions within the Canadian context.



**EXHIBIT 3**

**NOMINATING COMMITTEE CHECKLIST  
DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following requirements:**

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing\*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the First Vice District Governor within this district.

In the event the current First Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of First Vice District Governor exists at the time of the District convention, the candidate fulfills the following qualifications:

- Club President: \_\_\_\_\_ Year Served \_\_\_\_\_
  - Club Board of Directors - TWO Years Served \_\_\_\_\_ and \_\_\_\_\_
- District Cabinet (check one)
- Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer \_\_\_ Year Served \_\_\_\_\_
  - One (1) additional year as a member of District Cabinet Position held: \_\_\_\_\_ Year Served \_\_\_\_\_
  - With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of Credential Certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Nominating Committee Member \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT 4**

**NOMINATING COMMITTEE CHECKLIST  
FIRST VICE DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following requirements:**

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing\*
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the Second Vice District Governor within this District.

In the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the District convention, the candidate fulfills the qualifications for the office of Second Vice District Governor:

- Club President: \_\_\_\_\_ Year Served \_\_\_\_\_
  - Club Board of Directors \_\_\_\_\_ TWO Years Served \_\_\_\_\_ and \_\_\_\_\_
- District Cabinet (check one)
- Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_
  - With none of the above being accomplished concurrently.

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of Credential Certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Nominating Committee Member \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT 5**

**NOMINATING COMMITTEE CHECKLIST  
SECOND VICE DISTRICT GOVERNOR CANDIDATE**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: \_\_\_\_\_

Name of Candidate's Lions Club: \_\_\_\_\_

Date of Nominating Committee Meeting: \_\_\_\_\_

Date of Election: \_\_\_\_\_

**Candidate has submitted sufficient evidence showing that he/she has met the following requirements:**

- Candidate is an active member in good standing of a chartered Lions Club in good standing\*.
  - Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
  - Club President: \_\_\_\_\_ Year Served \_\_\_\_\_
  - Club Board of Directors \_\_\_\_\_ TWO Years served \_\_\_\_\_ and \_\_\_\_\_
- District Cabinet (check one)
- Zone or Region Chairperson Year Served \_\_\_\_\_
  - Cabinet Secretary and/or Treasurer Year Served \_\_\_\_\_
  - With none of the above being accomplished concurrently

*\*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of Credential Certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Nominating Committee Member \_\_\_\_\_

Date \_\_\_\_\_