

## MASSACHUSETTS LIONS MULTIPLE DISTRICT 33

### POLICY MANUAL

This Policy Manual was originally compiled and made possible through the dedicated efforts of the following members of the Long Range Planning Committee and other dedicated Lions of our Multiple District:

#### **Long Range Planning Committee:**

P.D.G. Richard Pierce – Chairperson (S)  
P.D.G. John "Moe" Moriarty (Y)  
P.I.D. Joseph J. Camarda\* (A)  
P.D.G. Paul Dickie (N)  
P.D.G. Robert Mitchell (K)

#### **Other Dedicated Lions:**

P.D.G. Robert Winthrop (K)  
LION Jack Fetig (K)  
P.I.D. Carl Reessler (N)  
P.I.D. Ernest Smith (S)  
P.I.D. John Hoyle (S)

\*Deceased

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### **MD-33**

#### **LONG RANGE PLANNING COMMITTEE MISSION STATEMENT**

To determine, by thorough and systematic studies, long-range issues affecting Multiple District operations and to make recommendations to the Council of Governors, for action.

To study, review, and gain working knowledge of all District operations, past, current and perspective at all levels.

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## **PREFACE**

### **A. Introduction:**

On July 17, 1978, the Long Range Planning Committee (hereinafter LRPC) voted to recommend to the 1978-1979 Council of Governors that LRPC be assigned the responsibility of compiling a Multiple District 33 Policy Manual to be submitted to the Council of Governors for their review and consideration. The 1978-1979 Council of Governors did sanction this project, as did the 1979-1980 Council of Governors. The contents of this manual, as published, constitute various procedures and policies as approved by the Council of Governors.

In 1991, the LRPC voted to update and revise the manual and to re-institute its use. The manual had not been distributed for at least five years and many changes were made. The 1991-1992 Council of Governors approved the revisions.

In 1998 the manual was again updated.

From January 2003 through March 2005 it was completely revised, updated and reformatted. The 2002-2003 Council of Governors approved the inclusion of the newly revised Policy Manual on the MD33 web site once it is approved. The 2004-2005 Council of Governors approved this revision on March 28, 2005.

### **B. Purpose:**

The intent of this manual is to set in writing a standardized method of operation for the Multiple District, covering actions by the Council of Governors, Council of Governors Officers, State Committees, District Committees and Clubs. The authority for the policies enumerated in this manual is consistent to the Policy Manual of Lions Clubs International as promulgated and revised from time to time by a majority vote at International Board Meetings.

### **C. Operation:**

The policies herein shall immediately become effective upon receiving a majority vote by the Council of Governors. They shall remain in effect until such time as they may be revised or rescinded by the majority vote of the Council of Governors. No policy herein shall contradict either the State (MD33) or International Constitution and By-Laws.

The original institution and any changes, modifications, revisions, and deletions shall be noted as to the date of the Council of Governors meeting where such action was approved.

### **D. Distribution:**

The incumbent Council of Governors Chairperson at the meeting immediately following the State Convention shall distribute copies of this manual to all Council of Governors members including the newly elected Vice District Governors and the Cabinet Secretary Treasurers of each Sub-District.

If additional copies of the Policy Manual are needed they may be obtained from the MD33 web site.

Expenses in the preparation and printing of this manual and the cost of installation and maintenance on the MD33 web site shall be paid for out of the LRPC account.

# ADMINISTRATION SECTION

## I. ELECTING CANDIDATES TO DISTRICT OFFICE

### A. QUALIFICATION – ENDORSEMENT - NOTIFICATION

**1. District Governor:** (Refer: Lions Clubs International Constitution & By-Laws, Article III, section 4)

(a) Qualifications:

- (1) Be an active member in good standing of a chartered Lions Club in good standing in his/her Sub-District.
- (2) Currently be serving as the Vice District Governor within the District from which he/she is to be elected.

(b) Endorsement: Secure the endorsement of his/her Club or a majority of the Clubs in his/her Sub-District.

(c) Notification: The District Nominating Committee shall receive at least thirty (30) days prior to the annual State Convention the written nomination of any candidate for District Governor. Evidence of his/her compliance with the qualifications of said office (as set out in Section (a) above) shall also be included.

(Refer; Article I Section 3 of the MD33 Constitution & By-Laws)

**2. Vice District Governor:** (Refer: Lions Clubs International Constitution & By Laws, Article III, section 9 (b))

(a) Qualifications:

- (1) Be an active member in good standing of a chartered Lions Club in good standing in his/her Sub-District.
- (2) Have served or will have served at the time he/she takes office as Vice District Governor:
  - As President of a Lions Club for a full term or major portion thereof, and as a member of the Board of Directors of a Lions Club for no less than two (2) additional years;
  - As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
  - None of the above may be accomplished concurrently.

(b) Endorsement: Secure the endorsement of his/her Club or a majority of the Clubs in his/her Sub-District.

(c) Notification: The District Nominating Committee shall receive at least thirty (30) days prior to the annual State Convention the written nomination of any candidate for Vice District Governor. Evidence of his/her compliance with the qualifications of said office (as set out in 1a & 2a above) shall also be included.

(Refer. Article I Section 3 of the MD33 Constitution & By-Laws)

## **B. FAILURE TO ELECT OR TAKE OFFICE**

1. **District Governor:** If any Sub-District shall fail to elect a qualified District Governor or if the District Governor-Elect of any Sub-District shall die or refuse to take such office prior to the day his/her term would otherwise begin, then in any such event, such Sub-District shall have a District Governor appointed by the International Board of Directors in the time and manner, and for the term set forth in Article III, Section 9(a) of the International Constitution & By-Laws.

## **C. VACANCY IN OFFICE OF DISTRICT GOVERNOR/VICE DISTRICT GOVERNOR**

(Massachusetts Constitution & By-Laws, Article 1, section 7)

1. **District Governor:** In the event of a vacancy occurs in the office of the District Governor, the Vice District Governor shall act as District Governor and shall perform the duties of, and have the same authority as, the District Governor until such vacancy is filled by the International Board of Directors for the remainder of the term as provided by Article III, Section 9 (c) of the Lions Clubs International Standard District Constitution & By-Laws.
2. **Vice District Governor Does Not Stand for Election as District Governor:** Only in the event the current Vice District Governor does not stand for election as District Governor, or if a vacancy in the position of Vice District Governor exists at the time of the State Convention, any Club member who fulfills the qualifications for the office of Vice District Governor set forth above and who is currently serving or who has served one (1) additional year as a member of the District Cabinet, shall fulfill the requirements to stand for election as District Governor.  
(Refer. Article III Section 4(d) of the Lions Clubs International Standard District Constitution & By-Laws)
3. **Vice District Governor:** In the event a vacancy occurs in the office of Vice District Governor, the District Governor shall call and chair a meeting to be held within 15 days of said vacancy. Invited to said meeting are all members of the existing Cabinet (as designated in Article I, Section 7 of the MD33 Constitution & By-Laws) and all Past International Presidents, Past International Directors, and Past District Governors residing in the respective District. Each Lion who is entitled to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice for appointment to the office of Vice District Governor within 15 days following said vacancy. This shall not preclude the aforementioned committee from considering other qualified Lions to fill said vacancy.

## **D. NOMINATIONS FOR DISTRICT GOVERNOR AND VICE DISTRICT GOVERNOR**

1. **District Nominating Committee:** Each District Governor shall appoint, a nominating committee of not more than five (5) members, each shall receive written notification of their appointment at least sixty (60) days prior to the Annual State Convention.
  - (a) **Appointee Qualifications:** Each appointee shall be a member in good standing each from a different Lions Club, which is also in good standing in the Sub-District.
    - (1) The Appointee shall not at the time of their appointment hold any Sub-District, State or International office as stated in the MD33 Constitution & By-Laws, Article 1, section 1.
  - (b) **Committee Chairperson:** The District Governor shall, also appoint a Chairperson of the Nomination Committee.
  - (c) **Committee Duties:**
    - (1) The Nomination Committee shall prepare and mail a list of the names of those nominated to each Club President in their respective District at least twenty (20) days before the Annual State Convention.
    - (2) The Nominating Committee shall place in nomination at the first business meeting of the Sub-District, during the Annual State Convention, the names of all candidates so qualified. If none are received and/or qualify, then and only then, nominations for the office may be made from the floor.
  - (d) **Committee Report:** The Nomination Committee shall be allowed a reasonable time to present their report on the names of nominees that are qualified.
  - (e) **Nominations shall not** be made from the floor of the Convention except as provided in (c)(2) above and (f) below.
  - (f) **No Candidate:** If no nominations have been filed, prior to the Convention, in accordance with Article I, Section 3 of the MD 33 Constitution & By-Laws, or through the death, withdrawal or incapacity of a sole nominee then, there is no candidate. If this situation occurs, the Nomination Committee shall, prior to the Annual State Convention, nominate one or more candidates, and nominations may come from the floor.

2. **State Nominating Committee:** Members of the Sub-District Nominating Committee shall automatically become members of the State Convention (Multiple District) Nominating Committee.
  - (a) **State Committee Chairperson:** The District Governor of the Sub-District of the State Convention Chairperson for that fiscal year shall appoint a Chairperson of the State Convention (Multiple District) Nominating Committee.
  - (b) **If no Sub-District Convention is held,** the notice of intention to run for the office of District Governor or Vice District Governor shall be filed with the Chairperson of the Sub-District Nominating Committee prior to the day of the report of the State Convention (Multiple District) Nominating Committee to the State Convention.
    - (1) The Chairperson of the Sub-District Nominating Committee shall forward the report of nominees from the Sub-District to the Chairperson of the State Convention (Multiple District) Nominating Committee prior to the day of its report to the State Convention.
    - (2) The Chairperson of the State Convention (Multiple District) Nominating Committee shall place in nomination, at the first session of the State Convention, the names of all nominees.
    - (3) If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.

#### **E. NOMINATING SPEECHES**

1. **Nominating Speech:** Each candidate shall be limited to one nominating speech of not over five (5) minutes duration.
2. **Seconding Speech:** Each candidate shall be limited to one seconding speech of not over three (3) minutes duration.

## **F. ELECTIONS**

1. **Delegate Formula:** Each chartered Club in good standing in the association and its District (Single, Sub- and Multiple) shall be entitled in each annual convention of its District (Single, Sub- and Multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been *enrolled for at least one year and a day* in the Club, or major fraction thereof, of said Club as shown by the records of the International office of the first day of the month last preceding that month during which the Annual State Convention is held, PROVIDED, however, that each such Club shall be entitled to at least one (1) delegate and one (1) alternate. (Ref: Article V, Section 8 of Lions Clubs International Constitution & Bylaws).

**Note:** The words “*enrolled for at least one year and a day*” above applies to determining the number of delegates and alternates each Club is entitled to. There is no length of service requirement for Club delegates and alternates.

2. **Major Fraction Thereof** referred to in this section shall be five or more members.
3. **Any Newly Chartered Club,** and any other chartered Club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members shown on such record date in the records of the International Office. (Ref: Article V, Section 8 of Lions Clubs International Constitution By-Laws)
4. **Delinquent Dues** may be paid and good standing acquired at any time prior to the close of credential certification, and such closing time shall be established by the rules of the respective convention.
5. **Voting by Certified Delegate or Alternate:**
  - (a) **Vote for Office:** Each certified delegate or alternate, present in person, shall be entitled to cast one vote of his/her choice for each office to be filled.
  - (b) **Vote on Questions:** Each certified delegate or alternate, present in person, shall be entitled to cast one vote of his/her choice on each question submitted to the respective Convention.

## **G. VOTING PROCEDURE**

1. **Delegate Certification:** Each delegate or alternate must be present in person and certified before voting on any question, or balloting for the office of District Governor and Vice District Governor.
  - (a) **The Sub-District Cabinet Secretary will certify** and present delegate/alternate cards to each of the Club delegates and alternates at a predetermined time and location prior to the Sub-District Business Meeting.
2. **Balloting:** Each Sub-District shall hold separate balloting for District Governor and Vice District Governor. Balloting for District Governor and Vice District Governor shall be separate from all other matters voted on at the Convention.

3. **Written Secret Ballot** shall be used and the candidate receiving a majority (50% +1) of the votes cast by the delegates present and voting, excluding blanks and abstentions, shall be declared elected.
4. **In Case of a Tie** on any ballot, balloting shall continue on the tied candidates until one is elected providing the tied candidates have a majority vote if more than two are on the ballot as provided in the MD33 Constitution & By-Laws, Article I, Section 6.
5. **The Ballot:** The Cabinet Secretary of each Sub-District shall provide the ballot forms. (A sample ballot form is shown below).

<b>LIONS DISTRICT 33 (Y,A,N,K or S)</b> <b>OFFICIAL BALLOT FOR:</b> <b>DISTRICT GOVERNOR</b>	
<input type="checkbox"/>	Shall Lion James Brown be elected as District Governor of District 33() ( ) Yes ( ) No
<input type="checkbox"/>	Additional Contestant(s) (if applicable same as above)

- (a) **Size:** It is recommended that ballot form be 5 1/2 inches in width and approx. 3 3/4 inches in height
- (b) **Separate Ballot for VDG:** The same size and format ballot is recommended for the Vice District Governor ballot.
- (c) **Order of Names:** The listing of candidates should be determined, in a drawing, by the candidates.

## **II. COUNCIL OF GOVERNORS**

- A. **DESCRIPTION:** The Council of Governors is the governing administrative body for Multiple District 33. The Council of Governors oversees all State Committees and approves all budgets and expenditures of said committees.

1. **The Council of Governors Membership:** The Council of Governors is made up of the five (5) sitting District Governors of Districts Y,A,N,K,S plus the Council Chairperson. (as stated in Article V, Section 1 of the MD33 State Constitution) They are the only voting members of the Council of Governors. There is also a Council of Governors Vice-Chairperson, Secretary, and Treasurer. There shall also be a Multiple District Parliamentarian.
- (a) The Vice-Chairperson is a sitting District Governor selected by the Sub-District rotation system of Y,A,N,K,S.
  - (b) The Council Chairperson is the highest-ranking Lion in the state. As such, he/she should be accorded such recognition at all meetings. He/She presides at all Council of Governors meetings and prepares the agenda for the meetings. His/Her key role is in advising and guiding the District Governors in the handling of Council of Governors committees and budgets. The Chairperson is also responsible for the final financial accounting of the Council of Governors.
  - (c) The Council Treasurer controls the receipts and distribution of all funds subject to the approval of the Council of Governors. He/She should give a financial report at all business meetings.
  - (d) The Council Secretary keeps accurate minutes of all business meetings and shall within ten (10) days of such meetings forward the minutes to all Council of Governors members and Lions Clubs International. The Council Secretary is to prepare the warrant for the meeting and to correspond with committees and Lions as directed by the Council of Governors.
    - (1) *The Council Secretary* shall be elected annually in the Sub-District entitled to fill the vacancy through the established Y,A,N,K,S rotation system. Said Secretary shall automatically succeed to Treasurer and then to Chairperson for the following two (2) consecutive fiscal years. Said Secretary, and all other Past Council of Governors Officers, shall be ineligible for any future election / appointments to the office of Council Secretary or Treasurer.  
(Refer: MD33 Constitution & By-Laws, Article V, Section 1)

## **B. PRE-ELECTION MEETINGS FOR THE INCOMING COUNCIL OF GOVERNORS**

1. **Strategy and Planning Meetings:** One or more meetings prior to the State Convention, by the incoming Council of Governors, is recommended to help get a start on the busy fiscal year ahead. The review, discussion and possible agreement on many of the items that will come before the Council of Governors in the first several scheduled meetings will help the new Council of Governors move forward in a smooth and efficient manner.
2. **Meeting with the Visiting International Officer at the State Convention:** The incumbent Council Chairperson should make arrangements with the State Convention Chairperson that time be set aside for the VDG's to meet one on one with the visiting International Officer. Purpose of the meeting is for the VDG's to be able to hear and discuss the incoming President's plans and programs for the coming year.

## **C. DISTRICT GOVERNORS-ELECT MEETING**

The newly elected District Governors shall meet immediately after their election at the State Convention with the current Council of Governors. At the conclusion of that meeting, the Governors-Elect will conduct their own Council of Governors meeting.

1. **Agenda:** The incoming Council Chairperson shall prepare the agenda and shall preside over the Governors-Elect meeting.
2. **Vice-Chairperson** shall be seated. The District Governor filling this vacancy is set forth in Article V, Section 1 of the MD33 Constitution & By-Laws.
3. **Meeting Procedures:** It shall be determined at this meeting the procedure or system the District Governors-Elect wish to follow for future meetings as to time, date, location, and seating etc.
4. **Distribution of Materials:** The incoming Council Chairperson shall obtain, distribute and explain to each of the Governors-Elect the following materials:
  - (a) **MD33 Policy Manual:** A hard copy of the latest revision.  
*Available on the MD33 web site ([www.lions-md33.org](http://www.lions-md33.org)).*
  - (b) **International Constitution and By-Laws:** A hard copy of the latest revision.  
*Available on the LCI web site ([www.lionsclubs.org](http://www.lionsclubs.org)).*
  - (c) **MD33 State Constitution and By-Laws:** A hard copy of the latest revision.  
*Available on the MD33 web site ([www.lions-md33.org](http://www.lions-md33.org)).*
  - (d) **Appointment List** of all State Committee vacancies, plus Eye Research and any other State appointments to be filled by the Governors-Elect.
    - (1) *The Council Chairperson* shall advise the Governors-Elect of the District rotation system for making appointments to State Committees and their responsibilities.
    - (2) *Governors-Elect* should be prepared at the July meeting to name the individual Lions from their District to fill these openings.
  - (e) **A Personal Biography Form** is to be completed by each Governor-Elect (and Vice Governor-Elect), and returned to the Council Secretary at the first regular meeting in July.

- (f) List of Web Sites that will help the Governors-Elect in the performance of their duties. The MD33 and The Lions International Web Sites should be included, with information about what is available on each.
5. **State Committee Reports:** The Council of Governors will set and approve a schedule for the various State Committee Chairpersons to report to the Council of Governors starting at the 1<sup>st</sup> regular meeting.
    - (a) See Section II, D, 2(e) (page 14) for list of committees.
    - (b) See Section II, E, 5(g) (pages 15-16) for requirements.
  6. **Mid-Winter Conferences and Testimonials:** The Governors-Elect should be prepared to announce the dates of their individual Sub-District Mid-Winter Conferences and Testimonials, with dress code for each.
  7. **Governors' Banner & Pin:** Governors-Elect should determine who will do the design and notify them to submit designs at the first regular meeting.

**D. FIRST REGULAR MEETING IN JULY** (The Transition Meeting)

The newly elected Council of Governors shall meet with the outgoing Council of Governors within 21 days after the close of the International Convention as required by Article VII, Section 2c of the MD33 Constitution & By-Laws. The Incoming Council Chairperson will negotiate with the outgoing Council of Governors for an acceptable date, time, and location.

1. **Outgoing Council of Governors:** The first part of the meeting is for the outgoing Council of Governors and is chaired by the out-going Council Chairperson. The following actions shall take place at this part of the meeting.
  - (a) Approve minutes of the previous meeting.
  - (b) Outstanding Accounts: Final action.
  - (c) State and International Convention Committees: Final reports.
  - (d) Outgoing Council Chairperson: Distributes previous year's minutes to incoming Council of Governors.
  - (e) Outgoing Governors: final remarks.
  - (f) Adjourn outgoing Council of Governors.
2. **Incoming Council of Governors:** The second part of the meeting is for the new Council of Governors and will be called to order by the incoming Council Chairperson. The following actions shall take place at this meeting.
  - (a) Biography Forms: Governors should submit to the Council Secretary (CS).
  - (b) State Committee Appointments: Governors should submit to the Council Secretary.
  - (c) State Committee and Chairperson Appointments for all open positions that require appointment by the Council of Governors.
  - (d) Approve Bond & Sureties for Council Treasurer and Vice-Chairperson.
  - (e) Committee Reports: The Governors should next receive from the Council Chairperson a copy of the finalized schedule for committee reports and start hearing any scheduled for this meeting. The following is a list of Committees to present reports:
    - (1) International Convention - (*See Note 1 below*)
      - International Convention Pin Design - (*See Note 1 below*)

- (2) State Convention - *(See Note 1 below)*
  - (3) Constitution and By-Laws - Rules - ***budget required*** *(See Note 1 below)*
  - (4) Long Range Planning - ***budget required*** *(See Note 1 below)*
  - (5) Membership Development - ***budget required*** *(See Note 1 below)*
  - (6) Extension - ***budget required*** *(See Note 1 below)*
  - (7) Retention - ***budget required*** *(See Note 1 below)*
  - (8) Leadership Development - ***budget required*** *(See Note 1 below)*
  - (9) Lazarus - ***budget required*** *(See Note 1 below)*
  - (10) LEHP (Lions Eye Health Program) *(See Note 1 below)*
  - (11) Youth Speech - ***budget required*** *(See Note 1 below)*
  - (12) All State Band - ***budget required*** *(See Note 1 below)*
  - (13) State Flags - *(See Note 1 below)*
  - (14) Information and Technology - ***budget required*** *(See Note 1 below)*
  - (f) Review Design for:
    - (1) Governor's Friendship Banner - - *(See Note 1 below)*
    - (2) Governor's Pin - *(See Note 1 below)*
- Note 1:** *See Section II, E, 5(g) ( pages 15-16)*

**E. Regular Meetings:**

1. **Schedule:** The time, date, location and frequency of Council of Governors Meetings is the prerogative of the Council of Governors.
2. **Agendas:** Prepared by the Council Chairperson, with Council of Governors input.
  - (a) **Mailing:** If possible, the Council of Governors Chairperson shall communicate the agenda to the Council Secretary in sufficient time to allow it to be included with the mailing of the minutes from the previous meeting. If not, the distribution of the agenda shall be at least seven (7) days in advance of the next scheduled meeting.
3. **Guests:** The Council of Governors may invite on a regular, selective or special basis any "Lion" or person it may deem advisable and/or appropriate to the conducting of Council of Governors business. Such invitations shall be in writing from the Council Secretary.
4. **Voting/Quorum:** A majority of the voting members (District Governors) shall constitute a quorum (Article V, Section 2, of the MD33 Constitution & By-Laws).
  - (a) **Council of Governors Business:** It shall be the policy of the Council of Governors to require that a quorum be present in order to legally transact business.
  - (b) **Council of Governors Voting:** A vote of the Council of Governors can only take place if a quorum is present and voting.
  - (c) **Tie Votes:** The Council Chairperson shall cast his/her vote to break any tie votes.

## **5. Participation:**

- (a) Council Chairperson is the presiding officer, at Council of Governors Meetings.
- (b) Council Vice-Chairperson shall preside at Council of Governors Meetings, in the absence of the Council Chairperson. This is to include State and International Convention business sessions, and the joint outgoing and incoming Council of Governors meetings.
- (c) Council of Governors Officers: The Chairperson may recognize other Officers, including the Chairperson, to offer their thoughts on Council of Governors business.
- (d) District Governors are the Executive Board of the Council of Governors.
- (e) Vice District Governors: They shall be invited to all meetings enumerated above. They shall have a voice, but no vote, and may be recognized by the Chairperson, subject to the granting of this privilege by his/her Governor, to speak or express an opinion on the subject under consideration.
- (f) Cabinet Secretary-Treasurers: It shall be the prerogative of each Governor to invite his/her Cabinet Secretary Treasurer. to all of the meetings enumerated above. They shall have no voice or vote at any of these meetings but the Chairperson, subject to the granting of this privilege may recognize them by his/her Governor, to speak or express an opinion on any subject under consideration.
- (g) Committee Chairperson when invited to appear:
  - (1) *Purpose*: To present budgets, plans, and receive guidance from the Council of Governors.
  - (2) *Timing*: The Council of Governors shall invite all State Committee Chairpersons to a meeting as soon as possible in the early part of the year in order to give these Committees the time necessary to carry out the instructions of the Council of Governors.
  - (3) *Prior to appearing*: Committee Chairpersons are requested to send directly to each District Governor and Council of Governors Officer at least ten (10) days in advance, an analysis or summary of the proposals they will be presenting together with the proposed budget, if applicable. The purpose of this request is to afford the District Governors an opportunity to study these analyses, summaries, and budgets prior to the Council of Governors Meeting, thereby making it easier to ask more intelligent questions, make more meaningful decisions, and not delay the meeting.
  - (4) *When submitting expenses for payment*: Except in extreme occasions, proper invoices or receipts must accompany all bills being submitted for payment. Also, where possible, these bills should be submitted to the Council Secretary prior to the scheduled Council of Governors Meeting for proper vouchering and placement on the warrant.

## **F. COUNCIL OF GOVERNORS FUNDS**

The collection, disbursement, reporting, bonding and audit of Council of Governors Funds are prescribed in Article VII of the MD33 State Constitution.

1. **Treasurers Report:** The Treasurer shall report the amount, to whom paid and the purpose of all payments authorized by the Council of Governors.
2. **Council of Governors Expenses:** Capital expenditures, services, postage, printing, supplies and phone expenses entailed in the normal course of the operation of the Council of Governors shall be deemed an expense of the Council of Governors and shall not be apportioned to the individual accounts.
  - (a) **Exception** monies paid directly to either the State or International Convention Committees, and "The International Campaign Fund" (as mandated by the MD33 Constitution & By-Laws) shall be apportioned to the individual accounts.

## **III. CONSTITUTION AND BY-LAWS**

### **A. MULTIPLE DISTRICT 33 - CONSTITUTION AND BY-LAWS**

Article IX, section 5d of the Lions Clubs International Constitution & By-Laws requires the adoption of a Constitution and By-Laws. Multiple District 33 has its own Constitution and By-Laws that is regularly being revised. No part of the Multiple 33 Constitution and By-Laws shall be in conflict with the International Constitution and By-Laws.

### **B. SUB-DISTRICT - CONSTITUTION AND BY-LAWS**

1. **International Position:** It is the International position that although not required, a Sub-District may adopt a Constitution and By-Laws unless precluded from doing so by the Multiple District Constitution and By-Laws.
  - (a) **Conflict:** Any Constitution and By-Laws adopted by the Sub-Districts may not be in conflict with the Standard Form as promulgated by the International Association of Lions Clubs and Multiple District 33.
  - (b) **If Adopted:** A copy of the Constitution and By-Laws adopted by each Sub-District shall be delivered to and placed on file in the office of the Council Secretary.
2. **In Absence of a Sub-District Constitution and By-Laws:** The Council of Governors hereby adopts the Constitution and By-Laws of the Multiple District 33 as the Constitution and By-Laws for Sub-Districts.

### **C. CLUB - CONSTITUTION AND BY-LAWS --STANDARD FORM**

The Standard Form Club Constitution and By-Laws adopted by the Board of Directors of Lions Clubs International shall be the recommended forms for all Lions Clubs in the Multiple District. Such Standard Form, as amended from time to time by the Board, shall be and hereby is deemed to be the duly adopted Constitution and By-Laws of each and every Lions Club in Multiple District 33 which shall fail to adopt a Constitution and By-Laws of its own. The Constitution and By-Laws adopted by a Lions Club must be in conformity with and not in conflict with the International, Multiple or Sub-District of MD33, Constitution and By-Laws.

#### **D. LEO CLUB - STANDARD CONSTITUTION AND BY-LAWS**

All Leo Clubs in Multiple District 33 shall adopt and be governed by the Standard Leo Club Constitution & By-Laws as framed by the Board of Directors of Lions Clubs International.

1. **Activities, Projects and Programs** shall be conducted in harmony with the Standard Leo Club Constitution & By-Laws and all amendments thereto and with the policies of Lions Clubs International.

#### **IV. STATE COMMITTEES**

**Term of Office:** Members of the following Committees shall hold office for a 5-year term, not to be repeated. (Ref: MD 33 Constitution & By-Laws Article V, Section 3a & 3b)

**Vacancy:** The qualified Lion chosen to fill a vacant term on an appointed Committee shall in no way be prevented from being eligible to again serve on the same Committee for a fully appointed term of five (5) continuous years.

**Chairpersons:** (see Article V, Section 3b & 3c of MD33 Constitution & By-Laws)

##### **A. STATE CONVENTION COMMITTEE**

The State Convention Committee shall manage the Massachusetts, MD33 Annual State Convention under the supervision of the Council of Governors.

The following committees report to and are responsible to the State Convention Committee.

1. **Registration:** (appointed by the State Convention Committee)
2. **Host Club Selection:**  
The Host Club is selected by the Vice-Chairperson of the Council of Governors and will report directly to the State Convention Committee.
3. **Host Club Duties Include:**
  - (a) **Project Chairperson:** Make sure that there is a chairperson in charge, for each of the following projects.
  - (b) **Registration Desk Equipment:** Obtain necessary computers, printers and/or typewriters to be used at the registration desk.
  - (c) **Flags:** To make sure all required flags are available and displayed including an U.S. Flag, a State Flag, Lions Clubs International Flag, Massachusetts Lions Eye Research Fund, Inc. Flag, banners and buntings, also a flag designating the country (or state) of the guest speaker. Contact the State Flag Committee for the above items.
  - (d) **Equipment for Functions & Meetings:** make sure there is an American flag, and microphones at all functions & meetings. The Sunday Necrology Service will also require an organ or piano ready for use.
  - (e) **Lobby Bulletin Board** must be updated at all times listing all hospitality rooms, meetings, times and locations and also have space for special notices to be posted.
  - (f) **Guest Speaker's Room** must be supplied with beverages, newspapers, and a basket of fruit. Check with the hotel to inquire if they supply a basket of fruit.

- (g) Banquet Flower Pinning: There must be at least three couples at all banquet entrances to pin flowers on the guests sitting at the head tables, unless other arrangements have been made.
  - (h) Lobby Greeter: Make sure you have someone in the lobby greeting all Lion members on both Friday and Saturday to help them to locate the registration desk, and to supply any other helpful information.
  - (i) President Welcoming Speech: The President of the Host Club must have a welcoming speech for the Friday and Saturday night banquets.
3. **Necrology Committee** is appointed by and reports to State Convention Committee, with each Sub-District having at least one (1) representative.  
This committee shall formulate a program for an appropriate memorial service at the State Convention.
- (a) Printed Programs: The Committee shall see that printed programs listing the names of departed Lions since previous State Convention, by Sub-District, are available.
  - (b) District Governors: The District Governors are responsible for supplying and reading the names of all departed Lions since the last State Convention.
- Note: The New England Council of Past District Governors is responsible for the Necrology Service at the Cathedral in the Pines. The sitting District Governors will be expected to supply and read the names of the departed Lions since the last Necrology Service at the Cathedral in the Pines.
4. **Master and Assistant Sergeant-at-Arms** are appointed by the Council of Governors and are responsible to the State Convention Committee. They shall be responsible for the maintenance of proper order and decorum at the Annual State Convention and shall perform such other duties as are pertaining to the office.
5. **Tail Twisters** are appointed by Council of Governors - report and are responsible to the State Convention Committee - each Sub-District shall have at least one (1) representative.

## **B. INTERNATIONAL CONVENTION COMMITTEE**

1. **Duties**: The duties of the International Convention Committee shall be to manage the participation of MD 33 at the Annual International Convention under the supervision of the Council of Governors.
- (a) Negotiate - Contract - Plans: The Committee shall negotiate and contract all arrangements, and complete all plans necessary, or desirable, for the International Convention prior to the date of the State Convention (subject to approval of the Council of Governors). The Committee shall report such plans annually to the delegates assembled at the State Convention.
  - (b) State Pin: The Committee shall submit design(s), negotiate and contract the purchase and sale of the State Pin and/or Pin Sets (subject to approval of the Council of Governors).

2. **International Convention Pin Design Committee** is a subcommittee of the International Convention Committee with duties to design an International Convention Pin for the State each year, said design or designs shall be submitted to the International Convention Committee on or before November 1<sup>st</sup> of that year.  
Any Lion wishing to submit a pin design shall present it to the Pin Design Committee on or before October 1<sup>st</sup>.

### C. **CONSTITUTION BY-LAWS - RESOLUTIONS - RULES COMMITTEE**

1. **Annual Review**: This Committee shall examine the Constitution and By-Laws of Multiple District 33 each year. It shall propose amendments and corrections it deems desirable and shall review proposed amendments to the Constitution and By-Laws, which have been submitted to the Committee.
2. **Meeting with Council of Governors**: The Committee shall report its doings to the Council of Governors not less than sixty (60) days before the opening of the State Convention and at other times as requested by the Council of Governors.
3. **Amendments to MD 33 Constitution and By-Laws**: The Committee shall propose amendments and corrections in concert with the Council of Governors and shall review resolutions for proposed amendments, which have been submitted to the Committee in the form of a written petition.  
Note: See MD 33 Constitution & By-Laws Article II, Section 20 for procedure.
  - (a) **Approval of Amendments to Constitution** requires a majority vote of the certified delegates present in person and voting. (Refer to MD 33 Constitution & By-Laws Article XV Section 1.)
  - (b) **Approval of Amendments to By-Laws** requires a majority vote of the certified delegates present in person and voting. (Refer to MD 33 Constitution & By-Laws Article VIII Section 1.)
4. **Resolutions/Petitions** shall be submitted to the Committee Chairperson not less than ninety (90) days prior to the opening of the State Convention. Written petitions may be submitted by any Club in the Multiple District, or from a minimum of fifteen (15) members, in good standing, from within Multiple District 33.  
Note: See MD 33 Constitution & By-Laws Article II, Section 20 for procedure.
  - (a) **Reconcile-Clarify and Assist**: The Committee may, with the consent of interested parties, attempt to reconcile conflicting views, clarify confusing wording, eliminate excess verbiage and generally assist the Council of Governors in order to arrange such resolutions and any other State Convention Business.
  - (b) **Reconciled Resolutions** shall be submitted by the committee, to the Council of Governors, not less than sixty (60) days prior to the State Convention.
5. **State Convention Rules of Order**: The Committee shall formulate a set of rules, to be adopted by the delegates as the Rules of Order of the State Convention. No rules shall be in conflict with the MD 33 Constitution and By-Laws.

6. **Club Notification:** The Council of Governors shall furnish in writing to each Club in Multiple District 33, copies of the proposed rules, resolutions, and amendments to the Constitution and/or By-Laws not less than forty-five (45) days prior to the annual State Convention, and that the same will be voted upon at said State Convention.

#### **D. LONG - RANGE PLANNING COMMITTEE**

1. **Committee Responsibility:** This Committee will analyze, determine existing and apparent future problems, and present solutions thereto that will provide for the smooth operation and increased growth of "Lionism", within the Commonwealth of Massachusetts.
  - (a) **Presentation of Proposals:** This Committee will develop and present to the Council of Governors, not later than February 15<sup>th</sup> of each year, their short and long-range proposals and plans for implementation of these proposals.
  - (b) **Finalization of Concepts:** These concepts and methodologies will be finalized through meetings with the Council of Governors and with other interested Lions, individually or in groups, in Multiple District 33.

#### **E. MEMBERSHIP GROWTH AND DEVELOPMENT COMMITTEE**

1. **Committee Responsibility:** This Committee, under the direction of the Council of Governors, shall develop and execute plans for conducting Membership Growth and Development programs within the individual Clubs and Sub-Districts of MD33.
  - (a) **Annual Seminar:** Such plans will include the feasibility of an annual Multiple District Seminar on Membership Growth and Development for Club Presidents, Club Membership Chairperson and Sub-District Membership Chairperson.
  - (b) **Sub-District and Club Levels** It shall also be the responsibility of this Committee to provide leadership, direction, and assistance as appropriate at Sub-District and Club levels to enhance the growth of Lionism in the Commonwealth of Massachusetts.

#### **F. EXTENSION COMMITTEE**

1. **Committee Responsibility:** It shall be the responsibility of this Committee, under the direction of the Council of Governors, to obtain the advertising, publicity and promotional tools necessary to more effectively assist, the Sub-Districts extension committees, in establishing new Clubs.

#### **G. RETENTION COMMITTEE**

1. **Committee Responsibility:** It shall be the responsibility of this Committee, under the direction of the Council of Governors, to make available, resources of information to the Clubs so that they can retain members. It is also their responsibility to provide leadership, direction, and assistance, as appropriate, at Sub-District and Club levels to improve the retention rate of members.

#### **H. LEADERSHIP DEVELOPMENT COMMITTEE**

1. **Committee Responsibility:** It shall assist the Council of Governors in establishing effective and centralized leadership programs within the Multiple and Sub-Districts. It shall also assist in promoting the development of leadership programs at the Club level.

- (a) Seminars, Workshops and Forums: It shall design, organize and assist in conducting leadership development seminars, workshops and forums.
  - (b) Operational Training Manual: An operational training manual(s) shall be developed, updated and distributed to all successor chairpersons
2. **Expenses** shall be limited to the development, production and purchasing of training materials, according to the budget approved by the Council of Governors.

#### **I. LAZARUS ORGAN DONOR COMMITTEE**

1. **Committee Responsibility**: It shall be the responsibility of this Committee to increase the public awareness of the need for donated organs and tissues for transplant and study, and to reduce the fears and misconceptions of the organ donation process. It shall promote the increase in the availability of donated organs. It shall further promote the image of Lionism by making this a program of high visibility and ascribed value to the public.

#### **J. LEHP (Lions Eye Health Program)**

1. **Committee Responsibility**: It shall be the responsibility of this Committee, under the direction of the Council of Governors, to make available resources of information to the Clubs so they may distribute literature, and videos regarding eye health, prevention and care of eye diseases, to the citizens of their communities especially those most at risk.

#### **K. YOUTH SPEECH COMPETITION COMMITTEE**

1. **Committee Responsibility**: It shall be the responsibility of this Committee, under the direction of the Council of Governors, to plan and execute the final competition at the State Convention. Furthermore, it is suggested that the appointee of the State Committee be a member of the Sub-District Committee and thereby be continually informed and take part in the planning and execution of the individual Sub-District finals which are held at the Mid-Winter Conferences. Funding for the State finals program will be apportioned equally to each participating Sub-District.
2. **Use of Funds**: Funds shall be used for: educational awards; printing of rules, regulations and subject title; flyers and promotional materials; plaques and certificates of appreciation, and postage relating to the State Competition.
3. **Fiscal Year Budget**: At the beginning of each fiscal year, the Committee will supply a budget to the Council of Governors.
4. **Reports**: Within thirty (30) days from the close of the State Convention, the Committee will supply a report to the Council of Governors.

#### **L. STATE YOUTH EXCHANGE COMMITTEE**

1. **Committee Responsibility**: To study the "District Youth Exchange Guide", obtained from Lions Clubs International, to become familiar with the policy statement on youth activities and international relations.
2. **Establish Goals**: Review past Multiple District exchange activities. Formulate and implement a plan to accomplish goals.
3. **Establish an Exchange Program** with a Lions District in another country.

4. **Work with MD 33 Sub-District Chairpersons** to encourage Clubs in their District to participate in the Youth Exchange program.
  - (a) Assist in the screening of host families and participating youth, if needed.
  - (b) Shots and Travel Documents: Ascertain that all youth traveling abroad have the necessary shots, travel documents and are adequately insured.
5. **Keep the District Governors Informed** and the Lions International office of exchange agreements.

#### **M. ALL STATE BAND COMMITTEE**

1. **Duties of Committee**, will include, but are not limited to:
  - (a) Appoint and Assist the Band Coordinator.
  - (b) Appoint and Assist Activity Directors plan and arrange band and student activities, rehearsals and trips.
  - (c) Fund Raising: The Committee is responsible for its own fund raising after approval by the Council of Governors.
  - (d) Handling of Funds: the Council of Governors has granted the committee, the privilege to handle its own funds. With this privilege go the following requirements and conditions:
    - (1) *Budgets*: Submit all budgets to the Council of Governors for review.
    - (2) *Monthly Financial Reports*, must be submitted in writing to the Council Secretary prior to all Council of Governors meetings, unless directed otherwise by the sitting Council of Governors Chairperson.
    - (3) *Post Bond*: The Treasurer and Chairperson must post bond sufficient to cover the total financial assets of the Committee.
    - (4) *Chairperson and Treasurer* must not be the same person.
    - (5) *Holding and Transferring of Funds*: All funds must be held in a checking or regular savings account. Two signatures are required to remove or transfer funds. Signing of blank checks is not to be permitted.
    - (6) *Audit/Review of Financial Records*: All financial records must be audited/reviewed within 60 days following the end of the Multiple District year. A copy of the audit/review must be turned over to the Council Secretary seven (7) days prior to the September Council of Governors meeting.
2. **Advisors**: All current and Past International Directors who are active members of a Lions Club, in Massachusetts Multiple District 33, shall also be appointed to this committee in an advisory capacity.

#### **N. STATE FLAGS COMMITTEE**

This committee serves at the pleasure of the Council of Governors with no term restrictions. Each Council of Governors should give this committee a vote of confidence, along with any comments and suggestions for the coming year, after their committee report has been presented to the Council of Governors.

1. **Responsibilities**: It shall be the responsibility of this Committee to purchase, maintain and store all International & State Flags and flag related equipment.
  - (a) Records: It shall be the responsibility of this Committee to maintain complete and accurate records on all flags, and flag related equipment.

- (b) Purchases: Since this committee has no allocated funds, all purchases are to be made with donated funds, from: Committees, Sub-Districts, Clubs, and/or individuals.
- (c) Committee Decides to No Longer Serve: When and if the committee no longer wishes to serve, a new committee will be formed as soon as the current committee finds a replacement and presents them to the board for approval.
- (d) Flag Storage should be located in a central Massachusetts area where it will be a reasonable travel distance for all Clubs.

**O. INFORMATION AND TECHNOLOGY COMMITTEE**

There shall be a state committee consisting of five (5) qualified Lions, one to be appointed from each Sub-District, to serve for a period of five (5) years. Appointment to the Committee shall be on a rotating basis by the incoming District Governor of the sub-District having the vacancy. The Council of Governors will appoint the Chairperson for a three-year term.

**1. Responsibilities - MD33 Committee:** It shall be the responsibility of this committee to:

- (a) MD 33 Web Site: Create and maintain a Multiple District web site.  
(1) *Changes & Additions* must be approved by the Council of Governors.
- (c) Communications: Assist in establishing communications through e-mail on the Multiple District level.

**2. Responsibilities – Sub-District Committee:**

- (a) Sub-District Web Site: Create and maintain a Sub-District web site.
- (b) E-Mail Communication: Assist in establishing communications through e-mail within the Sub-District.
- (c) Assist Clubs to submit monthly Membership and Activities Report, Annual A-1 Activities Report, PU-101 Club Officers Reporting Form, and others through the Internet.
- (d) Record-keeping: Develop the Sub-District’s system on the computer.
- (e) Innovation: Work on other innovative projects.

**P. CORI Committee**

**1. CORI POLICY:**

These procedures must be followed in order to comply with the Commonwealth of Massachusetts General Law c. 6, Section 172 as required by Section of the MD33 Constitution and By-Laws as adopted by the Lions in Convention in Article V, Section 19 of the Constitution and in the By Laws as Article Two, Section 29.

The MD33 Council of Governors shall annually receive copies of the CHSB Certifications of the CORI Committee appointees by July First of the Lionistic Year..

The MD33 Council of Governors, to implement and enforce without fail these requirements, shall annually notify by a mailing no later than August of the Lionistic year to all MD33 Club Presidents and MD33 Chairpersons of those MD33 Lions activities requiring CORIed chaperones.

This notification shall include a copy of the procedures enumerated here.

The MD33 Council of Governors must without fail maintain the confidentiality of any information received from the CORI Committee or that from a CORI applicant.

Those Lions activities specifically designated by the MD33 Council of Governors to require approved chaperones shall be enumerated under their respective sections in this Policy Manual.

## **2. CHAPERONE CORI APPLICANT PROCEDURES**

All persons wishing to chaperone anyone aged eighteen years of age or under for a Lions activity must be approved by a CORI review performed by the MD33 Lions CORI Committee which shall perform the review in concert with all then current Massachusetts CORI regulations. All information is confidential by Massachusetts law.

Only the chaperone applicant is allowed to file any confidential information such as a completed CORI form.

The CORI form must be written by the CORI Committee, posted on the MD33 website, downloaded from the MD33 website by the chaperone applicant, and filed with the MD33 CORI Committee Chairperson at least six weeks before the MD33 Lions activity in question.

The chaperone applicant must state on the application in the space so designated the name of the MD33 Lions activity and date(s) he or she wishes to chaperone.

The chaperone applicant must sign the MD33 CORI form in the space so designated.

The MD33 CORI Committee will review the CORI history of the chaperone applicant and the MD33 Lions activity and determine if the chaperone applicant should be approved for the MD33 Lions activity.

The MD33 CORI Committee Chairperson shall notify the chaperone applicant by an official letter of approval or of disapproval and shall include the words "as of this date the applicants listed below are approved / disapproved to serve as a volunteer chaperone of the (specify the MD33 Lions activity)".

An official letter of approval shall add the words "until next July 1st for the Lions activity listed only" and shall be mailed to the chaperone applicant.

This official letter of approval shall be presented by the chaperone applicant to the Lions activity chairperson only before the chaperone applicant is allowed to serve.

This official letter may not be copied. The CORI Committee shall decide how to make the letter copy proof.

The Lions activity chairperson shall assemble a list of chaperones presenting the official CORI Committee letter of approval within two weeks of the Lions activity event. The chairperson may send this list to the CORI Committee for confirmation of

each chaperone to the Lions activity chairperson.

No disclosure of any CORI information is allowed.

The Lions activity chairperson shall destroy by shredding the file of official CORI approvals at the end of the Lionistic year.

### **3. MD33 CORI COMMITTEE POLICY AND PROCEDURES**

Criminal Offender Record Information (CORI) checks are a part of MD33 Lions general background check of those MD33 Lions and/or Non-Lions that are involved with programs in an unsupervised capacity with Children eighteen years of age or under. Therefore the following practices and procedures will be followed:

CORI background checks will be performed for MD33 Lions Clubs and MD33 Committees upon the request of the applicant only. The applicant will complete the MD33 CORI chaperone application form as written by the CORI Committee and located on the MD33 website and will personally send the completed request to the MD33 CORI Committee Chairperson identifying the Lions activity for which the applicant wishes to serve for the specified date(s).

- a) MD33 CORI Checks will only be conducted as authorized by CHSB. All applicants filing a request understand and by their signature on the MD33 CORI application, agree that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the MD33 CORI Policy, or directed to the MD33 CORI section of the MD33 Policy Manual on the MD33 website.
- b) An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized by the MD33 Council of Governors to review CORI in the decision-making process must be certified CORI administrators as required by Massachusetts General Laws M.G.L. c. 6, Sec.172.
- c) This informed review will be undertaken by the MD33 CORI Committee as appointed by the MD33 Council of Governors under Article V, Section 19 of the MD33 Constitution and duties enumerated under Article Two, Section 29 of the By Laws.
- d) An appointment to the MD33 CORI Committee will be made by the MD33 Council of Governors for a three year term. The appointed members will be made on staggering years of expiration.
- e) All appointments to the MD33 CORI Committee are subject to approval by the CHSB as required by CHSB and no CORI checks are to be reviewed by said appointee until that approval has been received and filed with the MD33 Council of Governors.
- f) Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based upon CORI checks will be made consistent with this Policy and any applicable law or regulations. Applicant information sent to the MD33 CORI Committee is

confidential and may only be used by the MD33 CORI Committee.

- g) If a criminal record is received from CHSB, the authorized MD33 CORI Committee will closely compare the record provided by CHSB with the information on the MD33 CORI Request form and any other identifying information provided by the applicant to ensure the record relates to the applicant.
- h) If an applicant is approved for the specified MD33 Lions activity, the MD33 CORI Committee Chairperson shall notify the chaperone applicant by an official letter of approval, or of disapproval. This official letter shall include the words "as of this date the applicants listed below are approved / disapproved to serve as a volunteer chaperone of the (specify the MD33 Lions activity)".

An official letter of approval shall add the words "until next July 1st for the Lions activity listed only." and shall be mailed to the chaperone applicant. This official letter of approval shall be presented by the chaperone applicant to the Lions activity chairperson before the chaperone applicant is allowed to serve. This letter may not be copied. The CORI Committee shall decide how to make the letter copy proof. The Lions activity chairperson shall assemble a list of chaperones presenting the official CORI Committee letter of approval so that the CORI Committee may confirm the approval of the chaperone to the Lions activity chairperson.

If the MD33 CORI Committee is inclined to make an adverse decision based on the results of the CORI check, the applicant (and no one else) will be notified by an official letter of disapproval in writing. The disapproved applicant shall be provided with a copy of the criminal record and the MD33 CORI Policy, advised of the parts of the record that makes the individual unsuitable for the position of chaperone, and given an opportunity to dispute the accuracy and relevance of the CORI record.

- i) Applicants challenging the accuracy of the MD33 CORI Review shall be provided with a copy of CHSB's "Information Concerning the Process in Correcting a Criminal Record." If the CORI Record provided does not exactly match the identification information provided by the applicant, the MD33 CORI Committee will make determination based on a comparison of the CORI Record and documents provided by the applicant. The MD33 CORI Committee may contact CHSB and request a detailed search consistent with CHSB policy.
- j) If the MD33 CORI Committee reasonably believes the Record belongs to the applicant and is accurate, based on the information as provided in Section 8 of this Policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (1) Relevance of the crime to the position sought;
  - (2) The nature of the work to be performed;
  - (3) Time since the conviction;
  - (4) Age of the applicant at the time of the offense;
  - (5) Seriousness and specific circumstances of the offense;

- (6) The number of offenses;
  - (7) Whether the applicant has pending charges;
  - (8) Any relevant evidence of rehabilitation or lack thereof;
  - (9) Any other relevant information including information submitted by the applicant, or requested by the authorized Lions organization.
- k) The MD33 CORI Committee will notify the applicant of the decision by official letter and the basis of the decision in a timely manner. Under no circumstances will an adverse decision or its basis be released to any party other than the applicant.
- l) If the applicant challenges the decision of the MD33 CORI Committee, the applicant has the right of appeal to the CORI review and any other body of review as required under CORI regulations. A disapproved applicant has the right of appeal to the MD33 Council of Governors under an Executive Session called by the MD33 Council Chairperson in a timely manner. The applicant must release to the MD33 Council of Governors all information received by the MD33 CORI Committee which formed the basis of its decision. After an Executive Session hearing on the matter is conducted a decision will be made and the applicant will be notified in a timely manner.
- m) In the event that the decision of the MD33 CORI Committee is upheld by the MD33 Council of Governors the applicant has the right of appeal to the Courts of the Commonwealth of Massachusetts.
- n) The retention of all CORI sensitive information will be maintained by the MD33 CORI Committee in the manner required by statute and shall be destroyed by shredding within one month after the CORI application date expires according to statute unless an appeal is pending at any stage.

## **V. FINANCE**

### **A. FEDERAL TAX RETURN**

1. **Filing Requirements:** Each Lions Club and each District (Sub and Multiple) must determine annually if they are required to file an information return known as form 990 or form 990EZ.
2. **When To File:** The filing of Form 990 or form 990EZ if required, is due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the organization's accounting period ends (in most cases this will mean by November 15<sup>th</sup>).

## **B. FUND RAISING**

1. **Public Fund Raising**: All funds raised by Lions Clubs from the public shall be kept separate from administrative funds and be disbursed for the purposes they were raised for, within a reasonable period of time.
2. **Question Asked of Lions Clubs International (LCI)**  
May funds raised from the public be used for administration or other non-public purposes? Answer: **No.**
  - (a) **Legal Opinion from LCI**:  
The Articles of Incorporation of the International Association of Lions Clubs states that the Association is organized among other things, “to govern all such chartered Clubs so that they shall be non-political, non-sectarian, not for profit of the individual Club or its individual members”.
    - (1) *Lions Clubs*: The Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities where proceeds are received from the public shall inure to the benefit of any individual Lion or Lions Club.
    - (2) *Districts*: Since Districts are created by the Association to facilitate its administration of individual Lions and Lions Clubs, this proscription, by implication, applies to District Administrative expenses as well.
  - (b) **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, shows 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 administrative dues, deficits or expenses of the Club, District or International level is a breach of faith and an express violation of the basic document of the Association.

## **C. SOLICITATION OF FUNDS OR AID:**

1. **Community Solicitation**: No Lions Club, or member thereof, and no Lions Sub-District shall solicit funds or aid or anything of material or commercial value in the chartered territory of any other Lions Club or the defined boundary of any other Sub-District, as the case may be, without the written consent of the other Club or District.
2. **Major Calamity or Disaster**: In the event of a major calamity or disaster, a Sub-District Cabinet or the Council of Governors may authorize solicitation of relief aid from and among Clubs within its respective Sub-Districts.
3. **Solicitation for Commercial Benefit**: No Lions Multiple or Sub-District, Lions Club, Lions Club member, Lioness, Leos, or any other Lions organization shall use the membership relationship for any solicitation promoting private commercial benefit.

## **D. FINANCIAL AID TO INTERNATIONAL CANDIDATES**

### **1. Question Asked of Lions International**

(a) Question: May a Multiple District levy assessments to finance campaigns of candidates for International office?

(b) Legal Opinion is from the International Association

**Yes.** The International Constitution grants Multiple Districts the right of representation at the International level. Inherent in this right is the right to finance efforts necessary to gain such representation. Therefore, it is implied that such funds may be raised from the membership of the respective Multiple Districts. Said levy must be made in accordance with provisions contained in the Multiple District Constitution & By-Laws for a dues increase.

## **E. POSITION BOND**

1. **Council of Governors Bonding**: The Council of Governors Treasurer and Council of Governors Vice-Chairperson shall be required to make bond in accordance with Article VII, Section 4, of the MD 33 Constitution & By-Laws. The cost of such bonds shall be borne by the Council of Governors.

2. **District Governor & Cabinet Secretary Treasurer (or Cabinet Treasurer) Bonding**: Each District Governor and his/her Cabinet Secretary-Treasurer shall be required to make bond in accordance with Article XIII, Section 5, of the Multiple District Constitution and By-Laws. The cost of this bond shall be borne by each Sub-District Administrative Fund.

3. **State - Committee Bonding**: Each Committee within the Multiple District having been given the right, by the Multiple District Constitution and By-Laws or by the Council of Governors, to raise and spend funds to finance its defined purpose ***shall be required to make bond*** covering its Chairperson and Treasurer in such amount and with such sureties as shall be approved by Council of Governors. The cost of this bond shall be borne by Administrative Fund of said committee unless otherwise specified.

4. **Sub-District - Committee Bonding**: Each Committee within a Sub-District having been given the right, to raise and spend funds, to finance its defined purpose, by the Constitution & By-Laws used by the Sub-District or by the District Governors Cabinet, ***shall be required to make bond***. This bond is to cover both its Chairperson and Treasurer in such amount and with such sureties as shall be approved by District Governors Cabinet. The cost of this bond shall be borne by the Administrative Fund of said Committee or Sub-District unless otherwise specified.

## **F. AUDIT/REVIEW OF FINANCIAL RECORDS:**

All groups within Multiple District 33 having any financial accounts must have them audited/reviewed at least once a year. The Auditors/Reviewers report is an endorsement of the "Treasurers Financial Report", and once approved, relieves the treasurer of any responsibility for the period covered by the report, except for fraud. (see "Notes" below)

1. **Timing**: The Treasurer must turn over all records, for all financial accounts that he/she has had control of during the fiscal year, for the purpose of an audit/review, within 60 days following the end of the fiscal year

2. **Auditors/Reviewers:** The Board of Directors will establish the selection process, and approve the Auditors/Reviewers to be used.
3. **The Report:** The Auditors/Reviews will prepare a written report to be presented to the Board of Directors within 90 days from the end of the organization's fiscal year. A statement as to whether the financial records followed acceptable accounting practices is required. The printed names(s) and signature(s) of the Auditor or Reviewers needs to appear on the report, as well as the date. The audit/review is not considered complete until the Board of Directors has accepted the written report and approved by the membership if applicable. The report is then filed with the Secretary.
4. **Treasurer Leaves Office:** At the end of term, normal procedures are to be followed. If a Treasurer leaves office for any reason before the end of the fiscal year he/she must turn over all books and financial records immediately to the Chairperson/President of the governing Board of Directors, for an audit/review. In no case shall "immediately" be defined as longer than 7 calendar days. The Chairperson/President of the governing Board of Directors shall within 3 days notify all financial institutions involved that the past Treasurer is no longer authorized to sign checks or conduct financial business for the group. Filling the open position will follow existing procedures.

**Notes:**

The word "Audit" as used in this text is intended to mean: An official examination and verification of accounts by Public Accountant, or Certified Public Accountant.

The word "Review" as used in this text is intended to mean: An examination of all financial transactions and calculations by two (2) or more members of the Club, committee, or the Board of Directors. These members must not be associated with the Treasurer in any way.

The words "Audit/Review" as used in this text is intended to mean: A detailed written opinion as to the accuracy of the financial records and transactions being audited or reviewed.

The word "Group" as used in this text is intended to mean: The Multiple District, Sub-Districts, Clubs and any committee(s) reporting to them, within the Commonwealth of Massachusetts.

## **VI. OFFICIAL MASSACHUSETTS LIONS UNIFORM**

### **A. THE OFFICIAL "LIONS OF MASSACHUSETTS" UNIFORM SHALL BE:**

1. **Official - Burgundy Jacket**  
*Contact your Sub-District CST for cost and order form.*
2. **Black Pants/Black Skirt** (see B3 below)
3. **White Shirt**
4. **Black Tie**
5. **Official - Black Tri-Corner hat with gold trim** (is added for parades)  
*The Lexington Lions Club (District N) is the official source for these hats.*

6. **Shoes and socks** (color not specified) should be in accord with the rest of the uniform. It is suggested; "black" with the above uniform and "white" with the summer uniform. (see B3 below)

**Notes:**

1. The above uniform is official; it is used to create an image of uniformity and to qualify for any available honors through judging at International parades.
2. All participants (in any official International parade) must be dressed in similar uniform as prescribed by the Council of Governors prior to the parade.

**B. OTHER OFFICIAL LIONS DRESS AND VARIATIONS INCLUDE:**

1. **Burgundy Color Polo Shirt:** A short-sleeve POLO SHIRT burgundy in color with official state logo designs, front and back, as described in MD 33 Constitution & By-Laws Article III, Section 2, may be substituted for the burgundy jacket in warm weather climates for parade use at the Governors' discretion.  
*The Topsfield Lions Club (District N) is the official source for these shirts.*
2. **Burgundy Color Vest:** A vest, burgundy in color with gold trim and official state logo designs, front and back, as described in MD 33 Constitution & By-Laws Article III, Section 2, is intended for use at Conventions, Conferences, and Forums.  
*(The Topsfield Lions Club (District N) is the official source for these vests.*
3. **Pants/Skirt:** White Pants/Skirt shall be used instead of black in the summer (June 1<sup>st</sup> thru August 31<sup>st</sup>), as described in MD 33 Constitution & By-Laws Article III, Section 2.

**VII. MASSACHUSETTS LIONS EYE RESEARCH FUND, INC.**

The Massachusetts Lions Eye Research Fund, Inc. (hereinafter MLERF) is the principal MD33 project in which members of Lions Clubs of Massachusetts are asked to participate under the State Constitution and By-Laws, Article II, Section 2.

**A. NAME AND LOCATION:**

1. **Name:** The name of this organization shall be the Massachusetts Lions Eye Research Fund, Inc., hereinafter referred to as the Corporation, chartered and incorporated as a 501 (c) 3 charitable organization in the Commonwealth of Massachusetts, by and under the jurisdiction of Lions Clubs International Massachusetts Multiple District 33, hereinafter referred to as State.
2. **Location:** The principal place of business shall be a location, designed by the Directors, within the Commonwealth of Massachusetts and as recorded at the office of the Secretary of the Commonwealth.

## **B. PURPOSE AND OBJECTIVES**

### **1. Purpose:**

- (a) Provide an Organization that will enable the Lions of Massachusetts to fulfill the mandate of the MD 33 Constitution & By-Laws, which designates the Corporation as a State project.
- (b) Obtain Donations and funds to provide grants to Massachusetts organizations. Said grants are to be used for research dedicated to preventing loss of vision and improving and restoring the sight of the visually impaired.
- (c) To Promote, engage and coordinate the support of the Lions Clubs of Massachusetts.

### **2. Objectives:**

- (a) Conduct Operations with an “eye” to the future in order to perpetuate the continued growth of the Corporation’s grants.
- (b) Provide a Forum for the cooperation, common understanding and open discussion of all matters necessary to achieve these objectives.
- (c) Issue a Directory: Each year, the MLERF issues a Directory. The Directory lists all officers, members, committees and other pertinent information in addition to the Constitution and By-Laws.

## **C. MEMBERSHIP AND BOARD OF DIRECTORS**

1. **Members of the Corporation** shall be active members in good standing of a duly chartered Massachusetts Lions Club. The members of the Corporation shall also be Directors of the Corporation and, collectively, shall comprise the Board of Directors, hereinafter referred to as the Board.

2. **The Board of Directors** shall have the authority and responsibility to carry out the business of the Corporation.

### **3. Appointment and Election of Directors:**

- (a) The District Governor of each of the five Districts of Massachusetts shall serve as a Director for a *term of one year*.
- (b) The Vice-District Governor of each of the five Districts of Massachusetts shall serve as a Director for a *term of one year*.
- (c) Twenty Directors Appointed: Twenty Directors shall be appointed, four from each of the five Sub-Districts of Massachusetts. Each District Governor-elect shall appoint one Lion from his District to serve a *four-year term*, which will begin at the close of the Annual Meeting.
- (d) Officers of the Corporation shall be the President, Immediate Past President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer and Secretary. Each *one year term* shall begin at the close of the Annual Meeting.

## **D. DIRECTORY**

The Directory shall be available at the first MLERF Board meeting of the new Lionistic year. A copy of the current year Directory is given to each Board member at the first Board meeting of the Lionistic year.

# PROTOCOL SECTION

## VIII. FOREWORD

Protocol -- among nations and among people -- is an official expression of good manners. The courtesy we show each other in our everyday lives effects our attitudes, our work and, in turn, how we view ourselves as human beings.

1. **The Word:** Protocol is a multi-faceted word.
  - (a) Dictionary Definition: A code of diplomatic etiquette and precedence
  - (b) Lionistic Definition: Respect for position; the using of diplomacy and tact in your relations with others. It is all these things rolled up into one single word.
2. **Correct Use:** A well-organized and problem-free experience will be guaranteed if the correct use of protocol is recognized and practiced.
3. **Cost to Use:** Following the correct procedures of protocol does not involve great expense. What it does involve, however, is time and thoughtful planning.
4. **Guidelines** described in the following sections are intended to aid you in following proper protocol on a Club, District, or Multiple District level and in the successful reception of visiting Lions officials.

## X. LIONS CLUBS INTERNATIONAL OFFICIAL PROTOCOL

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

### **A. Order of Precedence:** Lions shall be recognized in the following order:

1. **International President**
2. **Immediate Past International President**
3. **International Vice-Presidents (according to rank)**
4. **International Directors** - see note (a)
5. **Past International Presidents** - see note (b)
6. **Past International Directors** - see note (c)
7. **Chairperson, State** - see note (a)
8. **District Governors** - see note (a)
9. **Association Executive Administrator**
10. **Association Secretary**
11. **Association Treasurer**
12. **Past Council Chairperson** - see note (c)
13. **Elected Vice District Governor, District** - see note (a)
14. **Immediate Past District Governor** - see note (a)
15. **Past District Governors** - see note (c)
16. **Multiple District Secretaries (volunteer)** - see note (a)
17. **Multiple District Treasurers (volunteer)** - see note (a)
18. **District Secretaries** - see note (a)
19. **District Treasurers** - see note (a)
20. **Region Chairperson**- see note (a)
21. **Zone Chairperson** - see note (a)
22. **District Chairperson** - see note (a)
23. **Club Presidents** - see note (a)
24. **Immediate Past Club Presidents** - see note (a)

25. **Club Secretaries** - see note (a)
26. **Club Treasurers** - see note (a)
27. **Past Club Presidents** - see note (c)
28. **Multiple District Secretaries (staff)** - see note (a)
29. **Multiple District Treasurers (staff)** - see note (a)

**Notes:**

- (a) When more than one is present, they shall be recognized according to Roman *alphabetic order* of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name, if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who *served most recently* is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see [b] above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

**General Comments-** When a Lion holds more than one title, he or she shall be *recognized for the highest title*. 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, Progressive Melvin Jones Fellows, and PDG's* be recognized as three (3) separate groups. In introducing speakers, their status (Progressive level) as a Melvin Jones Fellow should be mentioned.

## **X. HEAD TABLE PROTOCOL**

The following is established as the Protocol Policy for head table seating and introductions for Multiple District 33:

### **A. INTERNATIONAL LEVEL**

- 1. International President**
- 2. Immediate Past International President**
- 3. International Vice-Presidents** *(by rank)*
- 4. International Directors**
- 5. Past International Presidents**
- 6. Past International Directors**
- 7. Chairperson, Council of Governors**
- 8. District Governors**

### **B. MULTIPLE DISTRICT LEVEL**

- 1. Chairperson, Council of Governors –**  
*Followed by:* Current or Past International Officers or Directors
- 2. District Governors**
- 3. Council Treasurer**
- 4. Council Secretary**
- 5. Vice District Governors**
- 6. President, MLERF**
- 7. Past District Governors**
- 8. Multiple District Chairpersons**

### **C. DISTRICT LEVEL**

- 1. District Governor**  
*Followed by:* Current or Past International Officers or Directors
- 2. Vice District Governor**
- 3. Chairperson, Council of Governors**
- 4. Immediate Past District Governor**
- 5. Past District Governors**
- 6. Cabinet Secretary-Treasurer**
- 7. Region Chairperson**
- 8. Zone Chairperson**
- 9. District Chairperson**

### **D. CLUB LEVEL**

- 1. Club President**  
*Followed by:* Current or Past International Officers, Directors or Governors
- 2. Immediate Past Club President**
- 3. Club Vice – Presidents**
- 4. Club Secretary**
- 5. Club Treasurer**
- 6. Club Directors**
- 7. Lion Tamer**
- 8. Tail Twister**
- 9. Past Club Presidents**

**E. MULTIPLE DISTRICT FUNCTIONS,** the Council of Governors shall select the presiding officer, person to introduce the speaker, head table seating arrangement, etc., and any other protocol to be followed in accordance with established Lions Clubs International protocol and local custom.

**F. SUB-DISTRICT FUNCTIONS,** the District Governor shall select the presiding officer, person to introduce the speaker, head table seating arrangement, etc., and any other protocol to be followed in accordance with established Lions Clubs International protocol and local custom.

### **G. INTRODUCTIONS:**

- 1. Past International Officers:** Within the specific categories set out above, introductions of all Past International Officers shall be made according to the year of service and shall proceed, in order, from the Past Officer (Director) with the most recent year of service to the Past Officer (Director) with the earliest year of service.
- 2. Non-Lion dignitaries** will be recognized in accordance with local custom.
- 3. Person Introducing the Guest Speaker:** See H-1-(a) below

## H. SEATING:

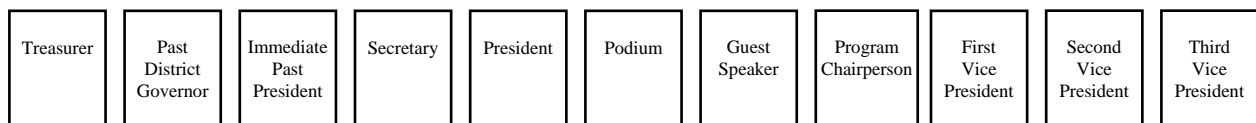
1. **Principal Guest Speaker** for any function should always be seated to the immediate right of the presiding officer or designated Master of Ceremonies. If a podium is used, the presiding officer or designated Master of Ceremonies should be seated to the immediate left of the podium with the guest speaker to the immediate right of the podium.
  - (a) **Person Introducing the Guest Speaker:** The Lion who will introduce the guest of honor, or speaker, is usually seated at the guest's right.
2. **Next Ranking Guest:** It is equally proper to seat the next ranking guest to the immediate left of the presiding officer or Master of Ceremonies, or to the right of the guest of honor or principal speaker. (Seats to the right of the guest of honor or principal speaker are generally positions of lesser honor).
3. **Large Number of Dignitaries:** Where an unusually large number of dignitaries and honored guests are present, it is sometimes convenient to use a second head table or special reserved tables near the head table to accommodate the overflow.
4. **Club Vice-Presidents and other Club Officers:** It is good policy to seat Vice-Presidents and other Club Officers at the head table at regular Club meetings so that they may become accustomed to the feel of the head table. This will aid them at developing self-confidence.

## I. **SUGGESTED SEATING ARRANGEMENT CHARTS:** The following charts illustrate suggested seating arrangements for various Lions affairs and under certain conditions.

1. **Adjust Accordingly:** If you do not normally have this many seated at your head table.
  - (a) **Vice-Presidents** and other Club Officers may be shifted to make room for visiting dignitaries, Past and Present Lion Officials and visiting Club Presidents.
  - (b) **Special Circumstances:** These charts should be adhered to as closely as possible, and varied to adapt to special circumstances.

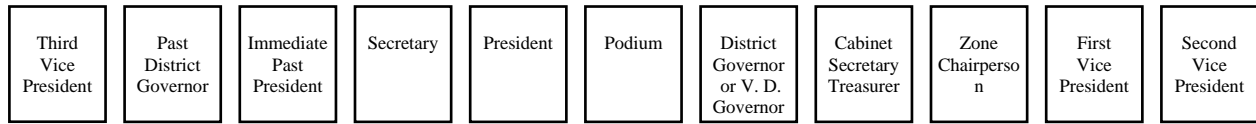
## 2. **REGULAR CLUB MEETING:**

### AUDIENCE



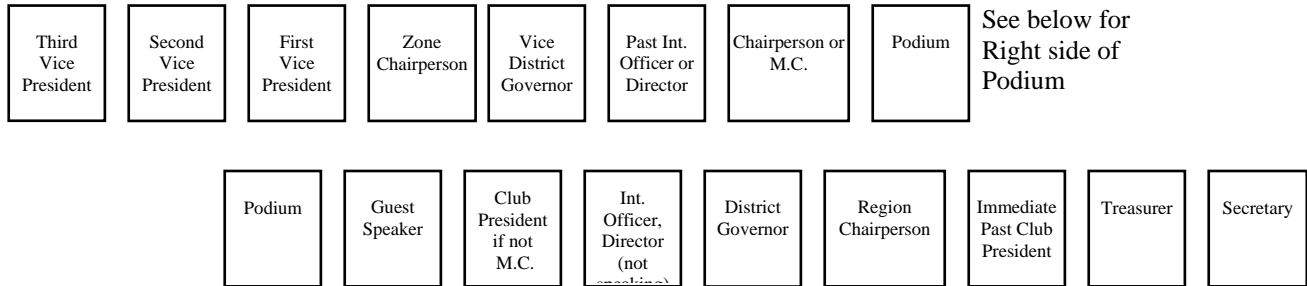
**3. OFFICIAL VISITATION – GOVERNOR or VICE DISTRICT GOVERNOR:**

**AUDIENCE**



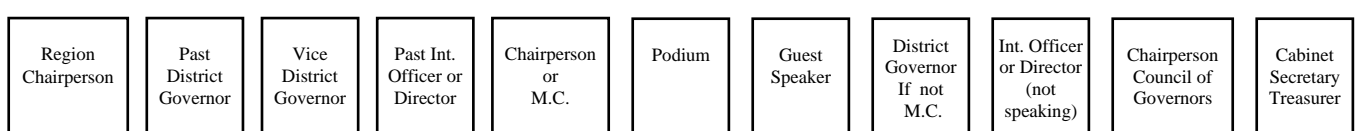
**4. SPECIAL CLUB FUNCTION:**

**AUDIENCE**



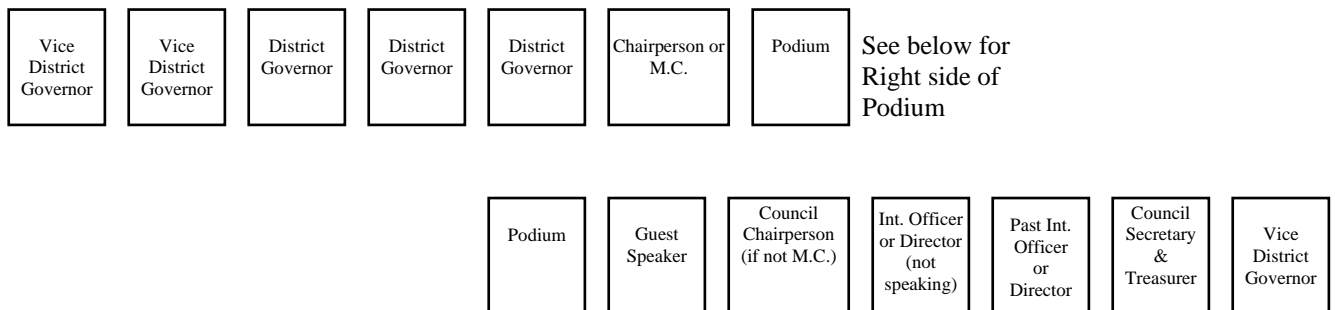
**5. SUB-DISTRICT FUNCTIONS:**

**AUDIENCE**



**6. MULTIPLE DISTRICT FUNCTION:**

**AUDIENCE**



## **XI. THE DISTRICT GOVERNOR'S OFFICIAL VISIT TO YOUR CLUB**

### **A. GENERAL INFORMATION & FACTS**

1. **Officer of LCI:** The District Governor is an officer of Lions Clubs International. All planning, for this most important meeting, should include showing respect and dignity for the office.
2. **Official Visit:** It is required that, this official visit of the District Governor be made at *a regular constituted business meeting of the Club.*
3. **Plan No Other Programs:** This official meeting should be strictly a Lions meeting and other programs should not be planned unless specifically requested by, or with the previous knowledge and approval of, the District Governor.
4. **No Other Major Speaker:** There should be no other major speaker "before" or "after" the District Governor.

### **B. EARLY PREPARATION**

In the weeks preceding the District Governor's official visit to the Club, the following steps should be taken:

1. **Appoint a Chairperson and Committee.**
2. **Confirm Official Visits:**
  - (a) **Write or E-mail the District Governor,** expressing the Club's pleasure with his/her impending official visit and remind him/her of the date, hour, location and phone number at the meeting location. Be sure to inform and/or remind him/her of anything different including new member inductions or special presentations etc., you will want done at the meeting, so he/she will be prepared. Inquire if any one will be attending with the Governor and remember if you tell someone they will be your guest you should be prepared to pick up the cost of their meal.

### **C. GREETING COMMITTEE**

The Greeting Committee should always await the arrival of the District Governor at the entranceway to the meeting location.

### **D. PRESENTATIONS**

1. **Recognition of Visit:** It is suggested that a Club pin, banner or other Club memorabilia, if available, and where possible a token gift, be presented to the District Governor in recognition of his/her official visit and in recognition of his/her efforts throughout the year as District Governor.

### **E. PUBLICITY**

1. **Local Newspaper Story:** Arrange to have the District Governor's picture and story in the local newspaper, if possible.
2. **Arrange for a photographer:** Arrange to have a photographer present to take photos (may be a member of the Club), especially if an important presentation is to be made to the District Governor on behalf of the Club.

3. **Send Copies:** Copies should be forwarded to the District Governor, local newspapers and retained for the Club Historical Book or records.

#### **F. FOLLOW-UP TO GOVERNOR'S VISIT**

1. **Write to the District Governor:** As soon as possible after the District Governor's visit, have the Secretary write to the District Governor expressing the Club's appreciation of his/her visit, his/her Lionistic message and help during the year.
2. **Publicity Follow-up:** Check with the Publicity Chairperson to ensure that photos and story of the District Governor's visit have been forwarded to local newspapers, etc.

## **XII. INVITATIONS TO LIONS AFFAIRS**

- A. **The Invitation:** An invitation to current or past officers of International, Multiple District, District or Cabinet, or others, should state the following:

1. **The Function:** Time, date, and location of the function.
2. **Seating:** Whether the guest will be seated at the head table.
3. **Part of Program:** Whether the guest has a part in the program.
4. **Dress:** Type of dress to be worn.
5. **Cocktail Party:** If a cocktail party is being held prior to the affair and guest is to be invited, advise him/her as to the time and place.

- B. **Tickets** should be included with the invitation.

1. **If the invitation reads:** "You are invited to attend as our Guest," it is taken for granted that the guest is not expected to pay for the ticket.
  - (a) **Avoid Embarrassment:** It is suggested, to avoid possible embarrassment for your guest, "Invited Guest" or "Complimentary" should be written on the face of the ticket.
2. **If tickets have not been forwarded:** It is suggested that an individual or Greeting Committee meet the guest(s) at the entrance to ensure clearance past the ticket officer, who, in many instances, is not informed or does not know that the guest(s) are invited dignitaries.

### **XIII. REQUESTING AN INTERNATIONAL SPEAKER**

#### **A. ABOUT THE INVITATION**

1. **The Official Invitation:** An official invitation is the first step towards a visit by an International Officer. The first step is vitally important, however, since the success of his/her visit may hinge upon the information provided to International Headquarters.
3. **How to Make the Request:** All invitations for a speaker on the International level must be made on the "OFFICIAL SPEAKER REQUEST/NOTIFICATION FORM" This form can be obtained from and should be returned to the Protocol & Itineraries Department, in Oak Brook  
Note: This form is also available in the District Governors Manual.
3. **When to Make the Request:** An invitation to an International President must be extended at least six months to a year in advance. In the case of an Officer or Director, the necessary time limit is three months or more.
4. **Conditions:** An International Officer, Director or Past President may be invited to attend authorized meetings subject to the following conditions:
  - (a) **Who can make the Request:** Only requests made through the current District Governor or the Multiple District Council Chairperson shall be honored. *Explanation of this procedure shall be given to all others requesting speaker assignments.*
  - (b) **Dates:** A specific date shall be set and an alternate date should be shown.
  - (c) **Proposed Agenda:** Each request for a speaker for a conference or a convention shall be accompanied by a proposed agenda, which shall provide for an open discussion period with the International Speaker.
5. **Requests for a Multiple District Function:** Requests for speakers for a Multiple District Convention or Multiple District Meeting, which is clearly representative of the entire Multiple District, shall be approved by the Council of Governors of the Multiple District and be extended under the same conditions set out in items 1 thru 4 above.

#### **B. FACTS TO INCLUDE ON THE SPEAKER REQUEST FORM**

1. **Name of the Hotel:** The name of the hotel in which reservations have been made or will be made for the International representative. Also include the address, cable and telex code and telephone numbers, since it is vital that he/she be accessible at all times.
2. **Time of the Event:** The exact time the event will begin and the approximate time it will conclude. This information is needed in order to arrange proper transportation.
3. **Type of Dress:** The type of dress that will be required, whether formal or informal, full dress, tuxedo, etc. for all events the speaker will be attending.

4. **Plan for Press or Media Interview:** Verify plans have been made to hold a press conference or interview with the media. The Protocol and Itineraries Department will send photographs and a biographical sketch prior to the arrival of an Officer or Director.
5. **Reception Plans:** Are there plans for the representative to be received by any local or governmental dignitaries? If so, who, when and where.
6. **Award Presentations:** Will any awards be presented? If so, what are they for and to whom?
7. **Information for Spouse:** If the International representative's spouse is accompanying him/her, she/he will need to know what activities have been planned for her/him and what type of attire will be needed for each. If they are expected to speak, include the topic you would prefer.

#### **C. YOUR SPEAKER HAS BEEN ASSIGNED**

1. **Notification by Lions Clubs International:** As soon as you have been notified by Lions International that a speaker has been assigned for your event, a letter should be sent immediately to the invited guest, thanking him/her for their acceptance of the speaking engagement.
  - (a) **Supply Pertinent Information:** Furnish him/her with all pertinent information contained in the Request Form (items 1 through 7 above), up dated if necessary.
  - (b) **Additional Information:** Any other information that may be deemed important and helpful to the speaker or spouse, should also be furnished in such correspondence.
  - (c) **Copies to International Office:** Copies of all correspondence, with the International Officer or Director, should also be sent to Lions Clubs International.

#### **D. YOUR SPEAKER ARRIVES**

1. **Greeting Upon Arrival:** If the International Officer or Director is traveling by air, train or bus, arrangements should be made to have a delegation of prominent Lions on hand to greet him/her upon arrival.
  - (a) **Greeting Spouse:** If the International representative's spouse is accompanying him/her, Lions should also be present to also greet her/him. (Flowers for the guest's wife, a state or Governors pin for the guest's husband would be a thoughtful gesture, but is optional).
2. **Additions to Greeting Delegation:** You might wish to invite the Mayor and/or other leading citizens to help welcome an honored guest to your City or Town.

#### **E. HOTEL ACCOMMODATIONS**

1. **Hotel Accommodations:** It is the responsibility of the hosts to arrange hotel accommodations for the visiting Officer or Director prior to his/her arrival.
  - (a) **Comfortable Accommodations** should be provided but, at the same time, consideration should be given to the cost of the hotel room or suite.
  - (b) **Thoughtful Gestures** may include such things as arranging to have morning or evening newspapers sent to the guest's room or perhaps having beverage, candy, flowers, or a basket of fruit delivered, or in the room a waiting his/her arrival.

## **F. OFFICIAL ESCORT FOR YOUR GUEST**

1. **Escorting Guest:** One customary courtesy that should never be overlooked is designating someone who will escort the guest to and from planned activities during their stay. It is also proper for someone to accompany the guest to all other activities including hospitality rooms unless he/she specifically requests otherwise.
2. **Escorting Spouse:** If a spouse accompanies the guest, it is recommended that a committee be appointed to make their visit enjoyable and to entertain them while the guest is attending to their official Lions duties. The spouse should also be provided with an escort to accompany them to all activities.

## **G. SCHEDULE OF EVENTS AND APPOINTMENTS**

1. **Scheduled of Events Upon Arrival:** It is suggested, that upon arrival you give your guest a list of scheduled events and possible appointments. Ask if these are agreeable and convenient, and make such changes as may be suggested.
2. **Allow Time for Relaxation:** Consideration should be given to the fact that your guest will very probably welcome a period of relaxation between the time of arrival and any scheduled activities or meetings. This is particularly important if they are on an extended itinerary.

## **H. PUBLICITY**

It would be wise to have a committee in place to handle publicity for the event. Favorable publicity for your Club, District and The International Association of Lions Clubs can be obtained when publicity is handled properly.

1. **Interviews With Media:** With his/her consent, it is a good plan to have members of the press (radio and television) interview the visiting Officer or Director. Biographical information and photographs (preferably supplied by Lions Clubs International) should be available and presented to the media prior to the interview.
  - (a) Note: Lions Clubs International will send biographical information and photographs in advance. It would be wise to verify with them and make mailing arrangements.
2. **Press Photographers:** Close cooperation should be given press photographers to help them obtain good photographs.
  - (a) When a press photographer is not available, use photo supplied by Lions Clubs International if available or you may wish to supply the newspaper with photographs taken by a qualified Lion.

## **I. THE MAIN EVENT**

The guest has arrived; he/she has been officially welcomed to your city and he/she is comfortably resting in his/her hotel room. The important event he/she has been invited to is coming up soon, and you will want everything to go smoothly, so well in fact, that it will remain a happy memory for everyone involved.

Below are some tips that will contribute to the success of your program:

1. **Arrival at the Main Event:** Try to arrange your visiting Officer's or Director's schedule so that he/she will arrive at the main meeting, dinner or convention session a short time before the event begins.
2. **Guest Speakers Entrance to Banquet Area:** Whether your guest is an International Officer, Director or District Governor, his/her entrance should be marked by enthusiasm. If the audience is seated, members should rise and applaud him/her as they make their way to the head table.
3. **District Governors Reception:** If a reception has been planned prior to the evening banquet meeting, it is suggested that your guest and spouse be escorted to the reception a short time before the time it is scheduled to start. This will allow sufficient time for them to receive their boutonniere/corsage before joining other lion dignitaries in the receiving line.
4. **The Feeding of your Guest:** If a meal is included in the festivities, the guest should, of course, be served first. If the dinner is buffet-style, the head table should lead the line.
5. **Country or State Flag:** The flag of the Country or State of the International Officer or Director should be displayed, if possible.
6. **National Anthem:** The guest's National Anthem should be played.
  - (a) **A Cassette Recording:** The Protocol and Itineraries Department will provide a cassette recording of an International Officer's National Anthem when they are visiting in a country other than their own.
7. **Avoid Lengthy Introductions:** Two or three minutes should be all that is needed to introduce your guest of honor. Be sure to include the following in the introduction:
  - (a) The speaker's name;
  - (b) His/her position in Lionism;
  - (c) His/her business or profession;
  - (d) Where he/she lives;
  - (e) His/her background in Lionism;
  - (f) The subject of his/her talk, if known.
8. **Guest Speakers Time Slot:** Every effort should be made to give the guest speaker the best spot on the program, so that the audience will be in a receptive mood. Schedule your guest to speak around 8:30 or 9:00 p.m. It is a breach of Lions' etiquette to introduce a guest speaker after 9:00 p.m. Therefore, if the meeting is running late, re-arrange the program as it goes along, always keeping in mind the necessity of getting to your guest speaker to the podium on time.
9. **Token of Appreciation to your Guest Speaker:** If the program calls for the presentation of a token of appreciation to your guest speaker, the best time to present it would be directly after his/her speech.
10. **Appropriate Responding Remarks** should be given, after your guest speaker has finished, by the most prominent Lion official in attendance.

## **J. IN CONCLUSION**

The event to which you have channeled so much of your time and energy is completed. The evening has been a great success. Yet, there are additional considerations, which remain to be directed to your guest.

1. **Departure Transportation:** It is extremely important to arrange departure transportation for your International representative. An International President, Officer or Director must be escorted to the airport. Punctuality is often crucial since flight connections are customarily intricate and precise.
2. **Send a Note of Thanks:** During the week following the event, to your guest and to all other Lions (and non-Lions) who helped make the event a success.

## **XIV. INSTALLATION OF OFFICERS**

A. **THE EVENT:** Few events in the calendar of the average Lions Club are more important than the installation of Officers. In a sense, it sets the tone for the Club for the whole year. It is a criterion that expresses to the new officers being installed, the Club membership in general, and the community at large, how important we believe Lionism to be. Because of the seriousness of the event, everything should be in keeping with the serious business at hand.

1. **Planning:** Impressive installation services just don't happen. If a Club is going to do a good job of installing its Officers, and it should, it must realize that careful planning is the first step.
2. **Timing:** It is equally important that the installation occurs near the end of the fiscal year. If the installation is too early, it becomes rather an anti-climax when the newly installed officers finally take over their duties.
3. **Location:** Often times, it is necessary to find a location for the installation that is different from the regular meeting place. The atmosphere of the place can give dignity to the meeting or it can detract from it. There should be a maximum of privacy so that there will be a minimum of distractions during the service.
4. **The Installing Officer:** Seek to get the best installing Officer available. He/she should be a Lion who knows Lionism and should be able to inspire the new officers and membership to face the challenge of their new duties. Your District Governor or Zone Chairperson can supply you with the names of Lions who can do a creditable job.
  - (a) **List of the New Officers:** Have a readable list of the new Officers prepared for the installing officer.
5. **Publicity:** Get all the publicity you can for your installation service. Take pictures of the event and forward them, along with a press release, to the local newspapers.
6. **PU-101 Form:** Be sure that the Club Secretary turns in the PU-101 Form (Slate of Officers) to the District Governor and Lions Clubs International by May 1<sup>st</sup>.

## **XV. INITIATION OF NEW MEMBERS**

- A. **THE EVENT:** The Initiation Ceremony is the impressive occasion on which the new member is given membership in Lions International and welcomed into the fellowship of your Club.
1. **Before the Ceremony:** If the recommended procedure has been followed, several preliminary steps have been taken prior to the ceremony.
    - (a) Proposed for membership by an existing member (their sponsor).
    - (b) Recommended by the Membership Committee.
    - (c) Approved by the Club's Board of Directors.
    - (d) Attended Indoctrination Meeting: He/she has attended an Indoctrination Meeting and is now ready to receive the privileges and assume the obligations of a Lions membership.
  2. **Important Moment:** This is an important moment for the new member and for your Club. The candidate has accepted membership, at your invitation, because he/she has respect for your group, as fellow citizens, co-workers and community leaders. He/she has looked at Lionism, compared it with other service Clubs, and made a decision that is complimentary to your Club. Much of that respect can be destroyed by a careless, "let's get it over with" Initiation Ceremony. There are many opportunities for fun and friendly foolishness in the fellowship of a Lions Club, but the Initiation Meeting is not one of them.
  3. **Where and When:** The initiation of a new member should always be conducted before the full membership of the Club, at a regular meeting or at a special Lions affair. A special effort should be made to get as many members as possible to attend the Initiation Ceremony.
  4. **Sponsor:** Always be sure that the sponsoring members are seated with their candidates. If possible, assign them to a special table centrally located, with space available so that the candidates and sponsors can stand without crowding during the ceremony.
  5. **Ceremony:** There are many impressive induction ceremonies available throughout the Multiple District. Ask your District Governor or Zone Chairperson to supply you with the names of Lions who can perform the ceremony properly and with dignity.
    - (a) List of Candidates: Have a readable list of the candidates and sponsors prepared and available for the Initiating Officer.
    - (b) Needed Paraphernalia: Membership kits and Lion Pins plus any other items that maybe customarily used by the Club.
  6. **The Welcoming:** Club members should congratulate and welcome new members after they have been inducted.

## **XVI. DEATH OF A PROMINENT LION**

### **A. PROCEDURE FOR NOTIFICATION OF DEATH**

1. **Initial Notification:** A Lion, upon learning of the death of a Council of Governors Member, Past District Governor, prominent Lion, Lioness, Leo or Spouse, has occurred should notify, as soon as possible, the respective District Governor.
  - (a) *The District Governor shall notify* his/her peers on the Council of Governors, the Council Chairperson, and one of the two representatives that are on the Board of Directors of the Past District Governors of Massachusetts, providing them with:
    - (1) Name, title and address of the deceased Lion, Lioness, Leo or Spouse
    - (2) Name of spouse or next of kin.
    - (3) Visiting hours, date, time and location.
    - (4) Funeral: date, time and location.
    - (5) Name of Club of the deceased Lion.
  - (b) *The Council Chairperson shall notify* each District Governor, Council Secretary, Council Treasurer, furnishing them with all information mentioned above.
2. **Sub-District Notification:** Each District Governor is responsible for the methods of notification within his/her District. It is recommended that each District have its own formulated method of death notification to their Past District Governors, Past and Present Cabinet Members and Club Officers within their District.
3. **Formal Ceremonies - Planned and Approved:** Be sure to clear all formal ceremonies with grieving families before implementing.

### **B. VISITING HOURS**

1. **Arrival at Funeral Home:** On the first night of the scheduled visiting hours, lion officials and others notified should assemble outside the Funeral Home at the hour designated
2. **Lions Procession:** Lions should file into the Funeral Home with the District Governor at the front of the line, followed immediately by Council of Governors Officers and then others.
3. **Standing Next to Family:** The District Governor or his/her designate after paying his/her respects, should stand next to the family and introduce the Lions as they file by to pay their respects.

### **C. SERVICES AT THE CHURCH, FUNERAL HOME OR CEMETERY**

1. **Lions Assemble at Church:** Lions should assemble at least thirty minutes prior to the church services and should line up on both sides of the entranceway if enough Lions are present to form an Honor Guard when the funeral procession arrives.
2. **Contact Funeral Director:** A designated Lion should contact the Funeral Director in advance to advise him/her of the Lions plans and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.

3. **The Funeral Service at Funeral Home:** If the funeral services are being held in the Funeral Home, where the body of the deceased has been laying in state, the Honor Guard can be formed as the body is taken from the Funeral Home. This will apply only in cases where there is no church service.
4. **The Funeral Service at Church:** If the services are at the church and there are Lions present who will be going to the cemetery, these Lions should be at the head of the procession so that they can also form a Honor Guard at the grave.

#### **D. COUNCIL OF GOVERNORS ACTION**

1. **Floral Arrangements:** The Council Secretary shall make arrangements for the sending of an appropriate floral piece or a memorial contribution to an organization or project of the family's choice from the Council of Governors.
2. **A Moment of Silence:** At the next Council of Governors meeting and words of remembrance of the deceased Lion should be included in the opening prayer.
3. **Expression of Sympathy:** A formal resolution, expressing the sympathy of the Council of Governors, should be adopted at the next Council of Governors meeting; A copy of this resolution should be forwarded to the family of the deceased and the Lions Club of which he/she was a member.

### **XVII. DEATH OF A LIONS CLUB MEMBER**

#### **A. CLUB RESPONSIBILITIES**

1. **Appoint a Standing Committee:** Each Club should consider the appointment of a Standing Committee or designate an Officer or Club member to ensure that:
  - (a) *Consider and Implement* the following procedure.
  - (b) *Ensure that Proper Respect* and proper protocol is paid and procedures are followed in the case of the death of a Lions Club member.
  - (c) *Prior Contact with a local Florist* to design a floral piece that is representative of Lionism and with the budget prescribed by the Club treasury, so that upon the death of a member, the issue of flowers can be handled expeditiously.
2. **Reporting Deaths to Club President:** All Club members should be made aware; the death of a Club member should be reported to the Club President or Secretary immediately.
3. **Membership Responsibility:** It should be the personal responsibility of all Club members to attend the visiting hours and the funeral. If this is not possible, the Lion should attend one or the other or send a note of sympathy to the family.

## **B. PROCEDURE FOR NOTIFICATION OF A MEMBER'S DEATH**

1. **Initial Notification:** A Lion, upon learning of the death of a Club Member, should notify the Club President or Secretary immediately.
2. **The Club President/Secretary** shall formulate Club plans for the Visiting Hour and Funeral participation and to notify the Club membership.
  - (a) **Obtain, and make available, the following Information:**
    - (1) Name, title and address of the deceased Lion:
    - (2) Name of spouse/partner or next of kin:
    - (3) Funeral Home information needs to be obtained.
      - Name:
      - Address:
      - Phone Number:
      - Directions:
    - (4) Contact Family, spouse or next of kin:
      - Offer any assistance, the Club can supply.
      - Would the family like a Lions Necrology Service:
      - Review, and get family approval, of all Lions plans and ceremonies, before implementing.
    - (5) Visiting hours, and date:
    - (6) Funeral Service: date, time and location:
  - (b) **Notify the District Governor** as soon as possible and give him/her all the information obtained in (2a) above.
  - (c) **Notify the District Sunshine Chairperson** as soon as possible and give him/her all the information obtained in (2a) above.
  - (d) **Notify the Club Telephone calling committee**, who should in turn notify each member of the Club.
    - (1) In the event there is no calling committee, the President, Secretary and other Club officers should be enlisted to contact each member by telephone.
  - (e) **Call the Funeral Director** to ensure that the obituary notice includes reference to the plans of the Club, with respect to visiting hours and the funeral
  - (f) **Floral Arrangements** - The Club President/Secretary shall make arrangements to send an appropriate floral piece or a memorial contribution to an organization or project of the family's choice.

## **C. VISITING HOURS**

1. **Arrival at Funeral Home:** Club members shall be expected to assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours.
2. **Lions' Procession:** Club members should assemble to file into the Funeral Home with Club Officers, Cabinet Officers and other Lion dignitaries at the front of the line.
3. **Standing Next to Family:** The Club President or someone designated by him should precede the group and speak to the family members. This same person should stand next to the family and introduce the Lions as they file by to pay their respects.

#### **D. SERVICES AT THE CHURCH, FUNERAL HOME OR CEMETERY**

1. **Lions Assemble at Church:** Lions should assemble at least thirty minutes prior to the church services and should line up on both sides of the entranceway, if enough Lions are present to form an Honor Guard, when the funeral procession arrives.
2. **Contact Funeral Director:** A designated Lion should contact the Funeral Director in advance to advise him of the Lion's plans and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.
3. **The Funeral Service at Funeral Home:** If the funeral services are being held in the Funeral Home, where the body of the deceased has been laying in state, the Honor Guard can be formed as the body is taken from the Funeral Home. This will apply only in cases where there is no church service.
4. **The Funeral Service at Church:** If the services are at the church and there are Lions present who will be going to the cemetery, these Lions should be at the head of the procession so that they can also form a Honor Guard at the grave.

#### **E. ADDITIONAL CLUB RESPONSIBILITIES**

1. **Visit Family:** Have a Club member visit the home of the deceased Lion to offer any assistance the Club can provide.
2. **Serve as Pallbearers:** Ascertain if the family wishes to have Lions, serve in this capacity.
3. **Provide Transportation** for out of town family members, if needed.
4. **Assist the family** in any other areas, if needed.
5. **A moment of silence** and words of remembrance of the deceased Lion should be included in the opening prayer of the next Club meeting.
6. **A formal resolution**, expressing the sympathy of the Club, should be adopted at the next Club meeting; a copy of this resolution should be forwarded to the family of the deceased.

### **XVIII. INVOCATIONS AND BENEDICTIONS**

#### **A. LIONS MEETINGS / EVENTS**

1. **Lions is a Non-Sectarian Organization:** It must be remembered that sectarian religion has no place in a Lions Club, but rather that our Club membership embraces many faiths.
2. **Lay Members:** The non-sectarian approach should be borne in mind when lay members give invocations and benedictions.

3. **A Simple Amen:** When laypeople give invocations or benedictions, a simple Amen, at the conclusion, is an appropriate ending.
4. **Members of the Clergy:** We expect members of the Clergy to give invocations and prayers appropriate to their faith, and we should not criticize them for this.

## **XIX. NECROLOGY SERVICE**

Simple Memorial or Necrology Service follows that can be used by Lions Clubs to pay tribute to departed members, regardless of religious faiths. It can be broken down into parts so that more than one can take part, or the President or Chairperson can conduct the entire service. It is important that certain data regarding the individual "Lion" be secured and inserted in the proper place, such as: date the member became a Lion, Offices in the Club held, District Offices held, if any, etc. This same format can be used as an annual Memorial or Necrology Service for all departed members, by inserting all names or by just referring to all departed members. The lighting of one or more candles for the service, or having a spotlight shine on a vase of flowers, etc can add a nice effect to the service. This, of course, is only a suggested format and can be condensed or enlarged as per the desires of the Club. The content of this has been cleared with authorities regarding major faiths and complies with all faiths. It is sincerely hoped this may be of assistance to Club Officers when the need arises.

### **A. MEMORIAL OR NECROLOGY SERVICE**

President (or Chairperson)

We ask all present to spend the next few minutes in tribute to the memory of Lion \_\_\_\_\_, (or all members who have passed on). This is the hour of memory and faith. This is the hour of remembrance and gratitude. This is the hour of precious recollection and tribute.

Gathered here in the fellowship of Lionism, we pause to pray for our departed member(s) \_\_\_\_\_.

God of the universe, we know that things happened for the best, and that our lives are guided by Thy Beneficent Hand. Lion (s) \_\_\_\_\_, is not with us and will not ever more be with us, but he/she will dwell in our hearts forevermore. We know that he/she is now in Your care and has been welcomed.

Lion (s) \_\_\_\_\_, was endowed by God with a generous and friendly spirit toward his/her fellow men. He/she had great faith, courage and integrity. He/she gave forth enthusiasm, ideas and challenges to exemplify the glory of Lionism.

Lion \_\_\_\_\_ became a member of this Club in \_\_\_\_\_. He/she served our Club as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (also, District Offices, if any). We hold dear in our hearts his/her memory as he/she had the spirit of Lionism and the ethics and objectives of Lionism set deep in his heart.

(Above can be eliminated if using as an Annual Service).

The soul of the righteous are in the hands of God, and there no torment shall touch them.

Lion (s) \_\_\_\_\_ devoted many hours to serving his/her fellow man and striving to make this community a better place in which to live. Through the work he/she did in our Club activities, he/she was an inspiration to all who follow.

God calls our loved ones, but we lose not wholly, what He has given. They live on earth in thought and deed, as truly as in His heaven.

We shall miss Lion (s) \_\_\_\_\_ at our meetings and we know how deeply he/she is missed by his/her loved ones. We shall strive to accomplish the goals of Lionism and service to our fellow man, as he/she would have us do. We, his/her fellow members, dedicate ourselves to carry on the great work of Lionism until we shall meet with him/her (them) in the future.

(All): Our Father, who art in Heaven, Hallowed be Thy name, Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. Lead us not into temptation but deliver us from evil. Amen

**PRESIDENT (or Chairperson):**

Now the laborer's task is o'er;  
Now the work day is past'  
Now upon the farther shore  
Lands the voyager at last.  
Father, in Thy gracious keeping  
Leave we now, Thy servant sleeping.

Amen.

**XX. FLAG ETIQUETTE**

MD 33 has many State Flags, Flags of other Nations, Flag for LCI and MLERF that are available for the Multiple District, Sub-District & Clubs to borrow. If interested contact:  
**State Flag Chairperson -**

**A. STANDARDS OF RESPECT FOR THE U.S. FLAG**

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to our flag, also contains specific instructions on how the flag is not to be used, and some things that should be done. The standards are:

1. **No flag or pennant should be placed above or, to the right** (if on the same level), of the flag of the United States of America.
2. **The flag should never be dipped to any person or thing.** It is flown upside down only as a distress signal.

3. **The flag should not be used for decoration**, for covering the speaker's podium, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top, white in the middle, and the red below.
4. **The flag should never be used as drapery** of any sort whatsoever, never festooned, drawn back or put up in folds. It should always be falling free.
5. **The flag should never be used for wearing apparel**, for bedding, or drapery.
6. **The flag should never be used as part of a costume or athletic uniform**. A flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic and scouting organizations.
7. **The flag should never be used for any advertising purpose**. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
8. **The flag should never have anything placed on it, or attached to it**, no mark, insignia, letter, word, number, figure, or drawing of any kind.
9. **The flag should never be used as a receptacle** for receiving, holding, carrying, or delivering anything.
10. **The flag should never touch the ground** or any other object.
11. **The flag should be cleaned and mended** when necessary.
12. **The flag is to be destroyed by burning, in a dignified manner**, when it becomes no longer fit to serve as a symbol of our country,

## **B. DISPLAYING THE U.S. FLAG**

1. **Speaker's Platform**: The flag of the United States of America should be displayed as follows:
  - (a) **When displayed from a staff on the speaker's platform**, in a hall, public auditorium or behind a head table, the flag should always occupy the position of honor and be placed at the speaker's right as he faces the audience. If any other flag, banner or pennant is displayed on the speaker's platform it should be placed on the speaker's left. (*Page 54, Figure 1*)
  - (b) **When displayed off its staff** it should always be displayed flat, above and behind the speaker. The blue field of stars should be up and to the left as viewed by the audience. (*Page 54, Figure 2*)
2. **Display of Flags in a Row**: If more than one other flag, banner or pennant is displayed in a hall, public auditorium, on the speaker's platform, or behind a head table; they should be displayed on separate poles of the same height, equally spaced, and in a straight line, in the following order, **when viewed by the audience**.
  - (a) **Flag of U.S.A.** - Extreme left of the flag display - (see 1. (a) Above)
  - (b) **Flag of other nation** - Right of U.S.A. flag

- (c) State Flag - Right of other nation flag
  - (d) Club or District Banner - Right of State flag
3. **Grouped for Display:** The flag of the United States should be at the center and at the highest point of the group when a number of flags of states localities or Lion banners, on staffs, are grouped for display. *Flags from other nations are not to be included in this type of display. (Page 54, Figure 3)*
  4. **Crossed Flags:** The flag of the United States of America, when displayed with another flag against a wall from crossed shafts, should be on the viewer's left, (the flag's own right), its staff should be in front of the staff on the other flag. *(Page 54, Figure 4)*
  5. **Horizontal or Vertical:** The flag of the United States of America, when displayed either horizontally or vertically as described below and should always be hung flat. The blue field of stars should be at the top and to the observer's left when facing the flag. *(Page 54, Figure 5)*
    - (a) When on a wall, should hang either horizontally or vertically.
    - (b) When in a window, hang either horizontally or vertically (observer is on the street).
    - (c) When over the Street, hung in the middle of the street in a vertical position with the blue field of stars to the *north* over an east-west street, or to the *east* over a north-south street. *(Page 54, Figure 6)*
    - (d) When in a Corridor or Lobby, hang in a vertical position.
      - (1) *One main entrance* the blue field of stars should be on the observers left upon entering.
      - (2) *More than one entrance* hang near the center of the corridor or lobby with the blue field of stars to the *north* when the entrances are to the east and west or to the *east* when the entrances are to the north and south. If there are entrances in more than two directions, the blue field of stars should be to the east.
  6. **Flags of Other Nations:** When flags of two or more nations are displayed, they are to be on staffs of the same height. The flags should be of approximately equal in size. *See #2 above for a straight-line display.*
    - (a) International law forbids the display of the flag of one nation above that of another nation in the time of peace.
  7. **Procession or Parade:** When carried in a procession, the flag of the United States of America, should always be carried aloft and flying free. When the flag passes in a procession, all should face the flag and salute. Never dip the flag of the United States, for or to any person or thing.
    - (a) When carried alone, there should be an honor guard to the left of the flag or one on either side.
    - (b) When carried with an other flag, flags or banner, the flag of the United States may be either on the marching right; (that is the flags own right), or if there is a banner or line of other flags, centered in front of the of that line.
    - (c) When on a float the flag of the United States should be displayed on a staff standing erect. If there is a need to display the flag then it must be completely flat, in the horizontal position with the union (blue field of stars) toward the front of

the float or vehicle. This is so the flag always looks like it is blowing in **the wind** as if it were attached to a staff.

- (1) *Never drape* or fold the flag over any object including the hood, top, sides, back of a vehicle or float. The flag must always be displayed flat when off its staff.
- (2) *For patriotic decoration*, bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, can be used.
- (d) When on a car the staff shall be fixed firmly to the chassis or clamped to the right front fender. Decals shall be placed so the blue field of stars is on the side closer to the front of the vehicle.

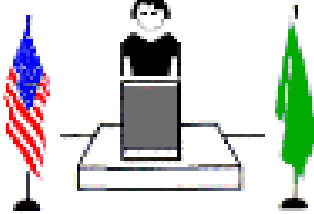


Figure 1



Figure 2



Figure 3



Figure 4

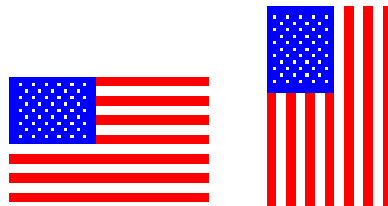


Figure 5



Figure 6

## **XXI. BORROWING CLUB EQUIPMENT**

### **A. FORWARD**

The borrowing of Club equipment is a long-standing tradition to encourage inter-Club visits and have a little fun. There is a little tickle of excitement that goes with the naughtiness of conspiracy, to visit another Club and take a gavel. To see the embarrassment of the King Lion as he/she fumbles with a fork or knife against a now wimpy sounding gong. The real reward comes when the Club sends a new member to retrieve the lost equipment. In one act we get two Club visits, and it's fun. There are sometimes forgotten ground rules that go with the game.

## **B. THE RULES**

1. **When Can You Take Equipment** - The taking of equipment begins when the meeting is called to order and ends when the meeting is officially adjourned. Before the four/five point opening and after adjourning is out of bounds. Be creative, enjoy the host's discomfort, but above all act in good taste. The purposes of "finding" another Club's equipment is to foster good will and promote fellowship.
2. **What Equipment Can Be Taken** - Limit the taking to the gong, gavel or tail twister's bank. The banner should be off limits as it is too easily damaged.
3. **Lions That Cannot Participate** - Cabinet members and Lions who are part of the evening agenda are not allowed to partake in the "Borrowing Game".
4. **Meetings That Are Off Limits** - Special occasions, such as Zone or Advisory meetings, Charter Night or public meetings are also off limits. Being a good host to hundreds of is tough enough without having to worry about the Club equipment.
5. **Club Notification** -When items are taken, you must notify the visited Club within 48 hours as to what item was taken and when the Club meets again so that they may retrieve the item for a small donation to Lion's Charities.
- 6.

## **XXII. USE OF THE LIONS NAME AND LOGO**

### **A. POLICY STATEMENT**

As a matter of legal protection to Lions Clubs International and its member Clubs, the association's name and emblem (and variations thereof) are registered as trademarks in countries around the world. As the owner so protected the association has a corresponding legal obligation to be alert to infringements thereon, and to take all necessary action to prevent, and to provide against legal risks which may flow from unauthorized use thereof.

In fulfillment of this legal obligation, the international board, through its general counsel, seeks prompt cessation of any unauthorized use of the association name and emblem and the marks "Lions Clubs International", "Lions", "Lions Club", "Lions International". Further, it has established the following rules of policy:

1. **No item may be sold or otherwise distributed** to Lions Clubs or Districts or the public bearing the association name or emblem or the marks "Lions", "Lions Club", "Lions International", "Lions Clubs International" except upon express written permission of the General Counsel or the Club Supplies and Distribution Division.
2. **Emblem on Items Sold to the Public:** "Lions Club Fund Raising Activity Seal" has been created for use on any item sold to Lions or to the public for fundraising purposes, and may be used only upon written permission granted by the general counsel. *The Association Emblem is not to be used on items for fundraising purposes.*

3. **Need for License by Non-Lions:** No manufacturer, printer, producer, promoter, publisher, entrepreneur or enterprise in any form, be it profit or non- profit in nature, may employ the association name, good will, trademarks, service marks, emblem, seal, insignia, the marks “Lion”, ”Lions Club”, ”Lions International”, ”Lions Clubs International” or any indicia thereof in any manner whatsoever except upon license granted by the International Board of Directors or the General Counsel or the Club Supplies and Distribution Division.
4. **Need for License by Lions:** No Lions District or other group of Lions Clubs may use the Association name or emblem or the marks “Lion”, “Lions Club”, “Lions International”, “Lions Clubs International” in connection with any District or group project except upon express written license granted by the International Board of Directors
  - (a) *Applications* for such use shall be submitted to the board and shall be in the form attached hereto as Exhibit A (provided on request).
  - (b) *Requirements* No such application shall be approved unless the proposed activity (in whatever legal form it may exist) is controlled by the Lions Clubs or District or Districts involved and participation by Lions Clubs of Club members is on a strictly voluntary basis and without any necessity to contribute monies thereto in the form of dues or otherwise.

## **B. PERMISSION TO USE**

1. **Permission and License are Granted to Your Club and/or District:** In addition to the rights granted in the policy statement, to have the name “Lions” and the official emblem printed on Club and/or District stationary, bulletins, postal cards and on any other printed material reasonably necessary to its operation, provided such other printed material is not available through the Club Supplies and Distribution Division. (*Please refer to paragraph (2) of the Policy statement concerning use of the emblem on items sold to the public*). This license extends to use on the indicated goods only, and is for the period of the Association’s current fiscal year.
2. **Project or Activity Permission Needed:** Under International Board Policy, permission for use of the emblem on any other goods or in connection with any other project or activity must be acquired from the Club Supplies and Distribution Division or the International Board of Directors.
3. **Web Page Authorization:** Permission and license are also granted to use the Lions name and emblem with the Club or District name on their respective web page subject to the Web Page Authorization.
4. **A license is granted on the condition** that the Club and/or District will maintain control over all use thereof by your chosen printer. You must maintain ownership and control over all negative or positive film, plates, artwork, etc., used by your printer and advise him/her that his/her use of the association’s emblem and the name “Lions” is with license and is limited to printing such items for your Club and/or District only, and for no other purposes. Whenever the services of any printer are terminated, all film, artwork, etc, should be returned to your Club and/or District.

### **C. ELECTRONIC DISSEMINATION**

1. **Reproduction of the Lions Clubs International Emblem** or other emblems of Lions Clubs International may be downloaded by Lions members from the official format of the emblems provided on the Association's Web site. These are the only emblems that may be reproduced electronically or otherwise, including sites on the World Wide Web and other areas on the Internet.
2. **Downloaded** (or those procured electronically) official emblems may be used according to the emblem policy of Lions Clubs International. Generally, Lions Club and Districts have license to use the emblem on Web pages, stationary and other printed material. No Lion, Lions Club or Lions District may use the Association's emblem on any item sold to Lions or the general public for fundraising purposes. No manufacturer, printer, producer, promoter, publisher, entrepreneur may use the association's name, goodwill, trademarks, service marks or the Lions Clubs International emblem in any manner except upon license granted by the Association.