

POLICY MANUAL

**MD 20
LIONS ORGANIZATION
Of
PAST DISTRICT GOVERNORS, INC.**

**Adopted: March 14, 1997
Revised: October 31, 2003, Pocono's
Revised May 2006
Revised 2011**

**MULTIPLE DISTRICT 20
LIONS ORGANIZATION
OF
PAST DISTRICT GOVERNORS, INC.**

POLICY MANUAL

- 1 The purpose of the Policies and Procedures Manual for the Multiple District 20 Organization of Past District Governors is to assist the President and Officers, by presenting the established practices of the organization.
- 2 The Policy Manual, which will be distributed to the membership, is intended to act as a guide for all officers during their term of office, as well as an informational source to the membership.
- 3 All language in the Policy Manual, regardless how printed, is to be accepted as male/female gender.

MISSION STATEMENT

The mission of the Past District Governors is to give support, not only to the sitting Governors at Council, but also individually in their Districts. This support comes in several places.

- Education: To aid in educating the Lions of the Multiple and District in all aspects of Lionism.
- Motivation: To help in motivating the Lions of the Multiple toward such things as growth, leadership and retention all with the emphasis of the precepts of Lionism.
- Unity: To ensure that the Multiple continues to rally in support of the programs and candidates representing us.
- Socialization: To continue a program of gatherings with a social atmosphere that those of us who have gone through the toils of being a District Governor can relate to.

These five points; Support, Unity, Motivation, Education and Socialization should be the guide for all Past District Governors as they continue to represent Lionism in their Districts and the Multiple.

1.1 NAME

The proper name of this organization is "Multiple District 20 Lions Organization of Past District Governors, Inc.", (herein referred to as, "The Organization".)

1.2 PURPOSE AND OBJECTIVES

1. To perpetuate and foster the cause of International Lionism within Multiple District 20, and to assist the State Council of Governors and Lions Club officers in promoting the programs and principals of Lions International and Multiple District 20.
2. To provide a means of friendly association among its members and to develop a spirit of mutual helpfulness and understanding.

1.3 MEMBERSHIP

1. Membership in this organization shall be limited to Past District Governors who have served their term of office within Multiple District 20 and are members in good standing in a Lions Club. Also, Past District Governors who have served their term of office in a District outside of Multiple District 20 and are presently a member in good standing in a Lions Club within Multiple District 20.

1.4 PROPER PROTOCOL AND DRESS CODE

1. Proper protocol at all organization meetings and functions is the practice of good manners.
2. Introduction of all visiting guests and dignitaries at organization meetings and functions shall be in accordance with the established protocol policy of Lions International.
3. In addition to the regular agenda, the courtesy of a brief comment shall be extended to visiting dignitaries.
4. The New York State Uniform shall be the preferred mode of dress for all membership meetings and functions as specified by the President or Committee Chair responsible for the affair.

1.5 MEETINGS

1. This organization shall have no less than two (2) and a maximum of three (3) regular meetings per Lions fiscal year. (July 1st through June 30th of the following year) The time of these meetings shall be the 3rd weekend in October and the 3rd weekend in March, provided that these dates do not conflict with a major religious holiday .The place shall be determined by the Chairman of Meeting Places. Time and place will be announced at the regular meetings and by mail.
2. The Annual Meeting, (last meeting) is always held at the same time and place as the Multiple District 20 Annual Convention.
3. All other meetings shall be called in accordance with the organizations Constitution and By-Laws.
4. The Agenda for all regular meetings shall be mailed in advance to all members. Members who desire to bring an issue before the organization that is not on the agenda should notify the President and Secretary thirty (30) days in advance of the meeting. They shall be allowed to present their issue unless time prohibits.
5. All regular meetings should be designed to be completed in three (3) hours or less.

6. As a courtesy, all District Governors, Vice District Governors and Lions, shall be permitted to attend the Spring and Fall General Membership meetings of the Past District Governors Organization as NON- voting PARTICIPANTS. Attendees shall be permitted to participate in all other activities of the Organization, with the exclusion of the Board of Directors meeting.

Adopted 03/26/00

1.6 ORGANIZATION

1. The control and management of this organization shall be vested in the Officers and Directors, who shall constitute the Board of Directors.
2. Officers shall be President, Immediate Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary/Treasurer, or Secretary and Treasurer. There shall be one (1) Director and one (1) Vice Director from each sub-district within the Multiple. All Officers Directors and Vice Directors shall be members in good standing of a Chartered Lions Club in Multiple District 20.
3. The Executive Committee shall be comprised of the President, Immediate Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary/Treasurer, or Secretary and Treasurer.

4. The term of office of each officer, shall be for one (1) year, and until their successors have been elected and assumed their respective offices. No officer, except Secretary, Treasurer or Secretary-Treasurer, may succeed him/herself in office. The Secretary, Treasurer or Secretary-Treasurer may only succeed him/herself for a maximum of six (6) consecutive terms. Upon attaining the office of Third Vice President, the ascension to the office of President shall be automatic, unless he/she fails to perform the duties as Vice President (outlined in Section 1.7.2). Said term of office shall commence on July 1, following the annual meeting. In the event of a vacancy in any office, the Executive Committee shall have the power to fill such vacancy. The opportunity shall first be given to the sitting officer to move up in order of their ascension before the position is filled by selecting a member in good standing from the membership.

5. All Past Presidents of this organization, all Past International Directors from Multiple District 20 and the current State Council Chairman shall be ex-officio members of the Board of Directors. Only the Immediate Past President shall be a voting member of the Board of Directors. (Constitution and By-Laws, Article IV, Section 19)

1.7 DUTIES OF OFFICERS

1.7.1 President

1. Shall preside over all meetings of the organization, and shall see that all orders and resolutions of its Board of Directors, the Executive Committee and the Membership, are carried into effect.
2. Shall appoint all committees and designate committee chairs and will act as an ex-officio member of all committees.
3. Shall set the agenda for all meetings in conjunction with the Secretary.
4. Shall be directly responsible for selecting the site and setting up the fall meeting assisted by the 3rd Vice President and with the approval of the Executive Committee
5. Shall present his/her program for the year to the membership when accepting his/her term of office, and shall give an annual report of the condition of the organization at the annual meeting. The President represents the Organization at Multiple District functions and Council of Governors Meetings, (when invited) offering the Council the Organizations support and help, and reports the same back to the Organizations members.
6. Shall sign with the Treasurer disbursements of all funds of the organization, subject to the supervision and approval of the Board of Directors.

1.7.2 **First Vice President**

1. Shall in the absence of the President perform the duties of the President
2. Shall oversee the Leadership Awards Program.
3. Shall act as an ex-officio member of the NYS and Bermuda Lions Foundation, Inc.
- 4. Shall sign in the absence of the President with the Treasurer disbursements of all funds of the organization, subject to the supervision and approval of the Board of Directors.**

1.7.3 **Second Vice President**

1. Shall in the absence of the ranking officers be prepare to chair the Organization.
2. Shall oversee the Leadership Seminar at the Multiple District 20 Annual Convention.
3. Shall be in charge of the Spring meeting in the year that he/she is in office, and will be assisted by the 3rd Vice President and the Director from the Sub-District where the meeting is held with hosting the meeting. Their responsibility shall also include providing the hospitality room for the Fall and Spring meetings and arranging an interesting program for the spouses and members who are not directly involved in the meetings of the day. The details should be forwarded to the Secretary for mailing with the meeting notice.

1.7.4 Third Vice President

1. Shall in the absence of the ranking officers be prepared to chair the Organization and shall act as Lion Tamer for all meetings.
2. Shall oversee the President-Elect Seminar at the Multiple District 20 Annual Convention.
3. Shall be responsible for making arrangements for the Fall and Spring meetings following the year of his/her election, and will be assisted by the Director from the Sub-District where the meeting is held.

1.7.5 Immediate Past President

1. Shall attend all Board Meetings as a voting member.
2. Shall chair the Nominating Committee
3. Shall also be responsible for the Club Secretary and Treasurers Seminars at the Multiple District 20 Annual Convention.

1.7.6 Secretary

1. Shall keep an accurate record of the proceedings of all regular and special meetings of the organization and the Executive Committee, and shall forward copies of the minutes of all meetings to the Board of Directors and members of the mailing list.

2. Shall assist the President and the Board of Directors in conducting the business of the organization and shall perform such other duties as may be assigned to him/her from time to time by the President and/or the Board of Directors.
3. Shall be the Chairperson of the Annual Breakfast at the Multiple District 20 Annual Convention.
4. Shall notify officers, Directors, etc. as directed regarding memorials and send Memorial Contributions to LCIF as directed.
5. Order supplies as needed for the organization as directed.
6. Shall maintain a record of members making the annual contribution of \$20.00 or such sum as approved by the Board of Directors and the membership of the organization. This contribution is used to cover administrative expenses such as meeting announcements, reports of minutes, and other pertinent communications to the membership.

1.7.7 Treasurer

1. Shall control the receipts and disbursements of all funds of the organization, subject to the supervision and approval of the Board of Directors. All disbursements require two signatures the Treasurer's and President or in the absence of the President the First Vice President will be the signatory.
2. Shall sign all notices and documents issued by the organization.

3. Shall keep the accounts, receive and deposit all funds received by the organization.
4. Shall be an ex-officio member of the Finance Committee.
5. Shall give a financial report at all regular meetings of the organization.

NOTE* The Secretary-Treasurer, if elected as such, shall perform the duties of both the Secretary and Treasurer.

1.8 Directors

1. Responsible to attend all Board of Directors Meetings and submit a written report of activities within their sub-district that has transpired between meetings.
2. They are responsible to obtain the name of the Leadership Award recipient in their sub-district and forward the information to the First Vice President (chair) and the Secretary of The Organization. They are responsible to invite and accompany the Award Recipient to the Leadership Award Ceremony at the Multiple District 20 Annual Convention and the PDG Annual Meeting.
3. They are responsible to notify the Secretary of any new clubs in their district, provide the Charter Date of such club, allowing ample time for the engraving of the gavel. They shall attend the Club Charter Night and make the gavel presentation on behalf of The Organization.

4. They are responsible to assist with any meeting of The Organization held within their sub-district, and assist in the hosting of such meeting, the hospitality room and spouses program. The director nearest to the meeting place also provides, through some means, possible activities, or a specific program, for the members and guests who are not involved in the Board of Directors Meeting. This information should be included in the registration package sent out by the Secretary.
5. They will act as the liaison between The Organization and the sub-district Cabinet, and be prepared to give a report on the activities of their Sub-District Cabinet meeting.
6. If a Director cannot attend the Board of Directors meeting, the Vice Director shall give the sub-district report and be considered a member of the Board for the purpose of having voting privileges for that meeting (By-Laws Article III Section 8).

1.9 DUTIES OF STANDING COMMITTEES

President Elect Seminar
Leadership Seminar
Club Secretary Seminar
Club Treasurers Seminar
Policy and Procedures
Finance

1.9.1 President Elect Seminar

This seminar is organized by the Third Vice President of the MD-20 Lions Organization of Past District Governors, Inc., with the approval of the Council of Governors of MD-20. The following procedures are followed.

1. Space is requested from the State Convention Chair. Indicate that you will need seating for approximately 150. Also request any special equipment needed, such as overhead projector, podium, microphone, special seating, etc.
2. Select topics to be presented. At least three topics.
3. Pick presenters early, preferably by the Fall Meeting, and discuss your program with them.
4. Prepare flyers (application-reservation form) and have them ready for distribution at the Spring Meeting. Mail copies to the Council of Governors, requesting them to distribute and publicize the seminar within the districts. Send a copy to the State Lion Magazine editor for publication prior to the deadline for the April issue.
5. Prepare at least 200 folders with essential information to pass out at the seminar. Folders should include:

Handout from each presenter
Information on Empire State Speech and Hearing Clinic, MD-20 Lions Foundation and other programs that may be appropriate.
Copy of 100% President requirements.
PDG President Elect School Pin.
Evaluation Form

Day of Seminar

1. Bring a PDG to work with you, preferably the newly elected Third Vice President., or another PDG who volunteered.

2. Arrive at location early enough to check microphone, lighting, seating and to set-up registration.
3. Sign in participants and pass out folders.
4. Start on time and end on time.
5. Allow time for questions and answers.
6. During the last 15 minutes, have registrant's fill out evaluation form, and pass out pins.

Reports

1. Forward a detailed report to the MD-20 State Secretary Treasurer for all reimbursable expenses.

1.9.2 Leadership Seminar

It is the responsibility of the 2nd Vice President to organize this seminar as follows:

1. To secure the meeting place from the chair of the MD-20 Convention, assuring seating for 150-200 people, and make arrangements for the style of seating, (theater style, round tables, etc.).
2. Determine the topic(s) to be covered during the seminar and arrange for presenters. This should be done following the Fall meeting of the PDG Organization, but not later than January 1st.
3. Confirm with presenters, by the spring meeting of the PDG Organization, their topics and presentations.

4. Distribute to District Directors at the Spring Meeting of the PDG Organization, flyers announcing the Leadership Seminar. For those Directors not in attendance, a mailing to them is necessary.
5. Mail to the MD-20 State Magazine Editor, prior to the deadline for the April issue, a copy of the material to be printed announcing the Leadership Seminar.
6. Prepare handout materials for distribution to attendees of the Leadership Seminar, ensuring that at least 150 copies are available.
7. Verify the need from the presenters any necessary audiovisual materials, and make arrangements for such.
8. Solicit Past District Governors to assist with the registration and distribution of materials on the date of the seminar.
9. Send letters of Thanks, where necessary, following the seminar.

1.9.3 Club Secretary Seminar

This seminar is organized by the Immediate Past President of the MD-20 Lions Organization of Past District Governors, Inc. with the approval of the Council of Governors of MD-20. Unlike other seminars, the focus is on the pure "technical" aspect of the job of Club Secretary. The following procedures are followed:

1. Request the necessary space needed from the State Convention Chairman. Clearly state the amount and type of seating required, and any special equipment needed.
2. Presentation should include a review of the Club Secretary DUTIES and FORMS (listed below and include in seminar packet), along with other record keeping.

Official Minutes of Board of Directors Meeting (M-33-B)

Official Minutes of Regular Club Meetings
(M-33-C)

Members Attendance Record (M-33-G)

Member Ledger (M-33-GBA)

Record of Club Service, Award Record (M-33-
SA)

Proposal for Membership (ME-6)

Transfer Member Form (ME-20)

Membership and Activities Report (C-23-A)

Club's Officer Reporting Form (PU-101) Set of
Three

Membership Cards (C-3)

Statement Sheet (M-44)

Supply Order Form (MD-319)

3. It is recommended that the seminar be staffed by DG's and PDG's who have specific ability in training or instruction, as well as hands on experience as Club Secretary.
4. Seminar promotion should include flyers mailed to the District Governors to be placed in their newsletters, insert in the State Magazine, and flyers distributed by the PDG Directors in each Sub-District.

1.9.4 Club Treasurers seminar

This seminar is organized by the Immediate Past President of the MD-20 Lions Organization of Past District Governors, Inc. with the approval of the Council of Governors of MD-20. Unlike other seminars, the focus is on the pure "technical" aspect of the job of Club Treasurer. The following procedures are followed:

1. Request the necessary space needed from the State Convention Chairman. Clearly state the amount and type of seating required, and any special equipment needed.

2. Presentation should include a review of the Club Treasurers DUTIES and FORMS (listed below and include in seminar packet), along with other record keeping.

- Separate accounts for charitable and administrative expenses

- Federal tax forms and requirements

- Federal SS-4

- Lion's International description

- Finance committee description

3. It is recommended that the seminar be staffed by DG's and PDG's who have specific ability in training or instruction, as well as hands on experience as Club Treasurer.

5. Seminar promotion should include flyers mailed to the District Governors to be placed in their newsletters, insert in the State Magazine, and flyers distributed by the PDG Directors in each Sub-District.

1.10.1 Policy and Procedures

1. Policy Manual - Guidelines- It is recognized that due to changing circumstances, the "Guidelines" defined in the Policy Manual will require revisions, alterations and/or additions in order to responsively address prevailing circumstances and changes which have been adopted in the Constitution and By-Laws of Lions International, Multiple District 20, and the Constitution of the Multiple District 20-Lions Organization of Past District Governors, Inc.

The Policy Manual will define the procedure for adoption of new or revised Policy and the deletion of Policy. The Policy in this manual shall not be in conflict with the Constitution and By-Laws of Lions International, the Multiple District 20 Constitution and By-Laws, or the Constitution and By-Laws of the Multiple District 20-Lions Organization of Past District Governors, Inc.

2. Additions and/or Revisions to the Policy Manual- Additions and/or revisions to the original draft of this Policy Manual may be recommended by the membership at any meeting.

The new and/or revised Policy changes must be submitted in writing to the Chairman of the Policy and Procedures Committee, with a copy to the Executive Committee. Revisions to the Policy Manual will be brought before the organization for discussion, returned to the Committee for proper drafting, and mailed with the meeting minutes.

1.10.2 Finance

1. The Finance Committee, as a Standing Committee, should not have more than one representative from the same sub district; The first year the Board of Directors shall appoint the members for 1,2,3, and 4-year terms respectively. The 1 year member shall be the Chairman. Each year the Chairman would be replaced by the next senior member, and one (1) new member appointed. This would provide the necessary continuity. Appointed members of this committee should have some understanding of the budget process. The Treasurer shall be an ex-officio member of this committee.
2. The Finance Committee shall meet with Incoming President and assist with the preparation of a preliminary budget for the coming year.
3. Finance Committee shall have the Preliminary Budget ready for presentation at the fall meeting of the Organization. The budget will be voted on at this meeting.
4. Any expenditure, exceeding a budgeted line item by \$200.00, should be submitted to the Finance Committee for review and recommendation.
5. Any item not in the budget, in excess of \$200.00, must be first approved by a majority of the Executive Committee. Upon approval said expenditure must be submitted to the Finance Committee for review and recommendation.

1.10.3 OTHER COMMITTEES

Constitution and By-Laws
Nominations/ Elections
Club Membership Award
Ad Hoc Committee
(as needed to implement the programs
established by the organization)

1.10.4 Constitution and By-Laws Committee

The Constitution and By-Laws Committee is charged with the responsibility of keeping the Constitution and By-Laws up to date, and in accordance with the actions taken by the Board of Directors and the voting by the general membership from time to time. The Constitution and By-Laws are the framework of government of the organization.

1. The committee should review the Constitution and By-Laws at least every 12 months to determine if changes are needed.
2. If changes are needed, the committee shall prepare proposed amendments for submission to the membership at the Annual meeting, which is held during the Multiple District 20 Annual Convention. The Board of Directors should be informed of the proposed amendments at their spring meeting.

3. Any Officer, Director, or member may propose changes to the Constitution and By-Laws by submitting them in writing to the President at least 60 days prior to the annual meeting. He/She shall refer them to the committee. If the committee finds that they are in accordance with the Constitutional aims of the organization, they shall be prepared for submission to the vote of the members at the annual meeting.
4. The Committee shall provide the Secretary, a copy of the proposed amendments, to include in the mailing to the members announcing the Annual Meeting.
5. The Committee shall, from time to time, publish updated copies of the Constitution and By-Laws, and each updated version shall bear the date of publication.

1.10.5 Nominations/Elections

1. The Nominations and Elections Committee is appointed by the President prior to the Fall Meeting. It consists of five (5) members including the immediate past president who shall serve as chair. The other 4 members shall be two (2) chosen from the outgoing Board of Directors and two (2) Past District Governors in good standing.
2. The nominating committee shall review the qualifications of all candidates who desire to run for elected office. They shall propose a slate at the Spring meeting of all the qualified nominees for each office of the organization, to be voted on at the election held at the Annual Meeting, and shall nominate candidates for the Board of Directors and Vice Directors who have

been presented by the Past District Governors of the Sub-Districts where they are members, and in which they serve. Nominees for any office, except that of Director and Vice Director, shall have attended six (6) organization meetings during the last four (4) consecutive Lions years excluding the nominations and sub district meetings.

3. The committee shall require candidates who desire to run for the office of 3rd Vice President, Secretary, Treasurer or Secretary / Treasurer to submit their resumes' to the members of the nomination committee and the Secretary 30 days prior to the Spring Meeting, to allow the committee members time to review all candidates prior to voting at the Spring Meeting. All candidates will appear at the regular scheduled Board of Directors Spring meeting.
4. No nominations from the floor will be allowed at our spring meeting to extend the slate offered by the nominations committee. Should no viable candidates exist at the time of the nominations meeting, nominations will then be accepted from the floor. Any candidates nominated under this section must meet all the qualifications of the office. Nominations shall be closed at the conclusion of the regular scheduled Board of Directors Spring Meeting.
5. The duties of the Nomination Committee shall be enforced. The committee shall meet prior to the Spring Meeting of the general membership. The committee chair, prior to the committee meeting shall notify the committee of their responsibilities.
6. No candidate for any office of this organization should openly campaign for said office prior to January 1st of said year that the election takes place.

1.10.6 Membership Award Committee

Each year the Multiple District 20-Lions Organization of Past District Governors, Inc. presents four clubs from MD-20 with " THE PAST DISTRICT GOVERNORS CLUB MEMBERSHIP AWARD". The award consists of a colorful banner patch and a gift of \$25.00 to the Empire State Speech and Hearing Clinic, (Camp Badger) in the name of each club. The presentation of the award is made at the Sunday AM session of the MD-20 Convention by the PDG Organization President. The four clubs are selected from four size categories as follows:

- 20 members or less
- 21-30 members
- 31-45 members
- 45 members and over

The Committee's duties are:

1. Mail a letter to each District Governor in MD-20, near the start of his term, explaining the contest rules – (1) that the contest period is July 1st through March 31st. (2) that the club in each category that shows the largest **NET PERCENTAGE INCREASE** in membership during the period is to be reported to the Committee. The Committee, in turn, will determine the four winners for MD-20.
2. Mail a letter on or about March 31st to each Governor, asking him to determine as of March 31st the four best clubs by category, and, using the report form provided, forward the information to the committee.

3. The Committee, in turn, will collect the reports and determine the four winning clubs in the Multiple. Each of the respective four Governors are then notified who the winning club or clubs are in their respective District. The Governor is then asked to arrange for a member of the winning club to be on hand at the Sunday AM session of the Convention to receive the award. If this is impossible, then he/she should delegate a member of his Cabinet to stand in to receive the award.
4. It shall be the responsibility of the Secretary of the PDG Organization to order and obtain the patches as needed and to see to it that they are on hand for the presentation.

1.11.1 Adoption

This Policy Manual for the Multiple District 20 - Lions Organization of Past District Governors, Inc., was approved by the Board of Directors on October 15, 1994 at the Fall Meeting in Saratoga Springs, New York. The Policy Manual was adopted by the Board of Directors at the Spring Meeting held at the Concord Resort Hotel, Kiamesha Lake, New York, March 25, 1995.

1.11.2 Additions and Revisions

Additions and/or revisions to the Policy Manual will be approved by a majority vote of the Board of Directors, present and voting, at a duly constituted meeting of the Board.

