

District 49B Lions



POLICY MANUAL

April 21, 2006

DISTRICT 49B

EFFECTIVE DATE APRIL 2006

**Adopted at Annual Convention in Anchorage, AK.
April, 2006**

PREAMBLE

The Policy Manual is an administrative guideline that provides the District with outlines of operational procedures. In the event there is a conflict with the current District 49B Constitution and By-Laws, Multiple District 49 Constitution and By-Laws and/or the International Association of Lions Clubs Constitution and By-Laws then those documents will take precedent over this Policy Manual.

I. ADMINISTRATION:

A. Policy Manual Updating or Revisions:

1. This policy manual may be updated at each regularly called meeting of the District 49B Cabinet. Policy manual Updating or Revisions can only be made by members of the cabinet. Such revisions must be in accordance with the current Constitution and By-Laws of District 49B, and further comply with the added constraints in the following sub-paragraph {2.}.

2. The policy manual updating procedure is as follows. A written revision must be presented to the Cabinet Secretary/Treasurer at least thirty (60) days prior to the next Cabinet meeting. The proposed written revision will be forwarded to the District Governor and Vice District Governor to be reviewed and discussed. If sufficient information necessary to make a decision is not present, the proposed revision shall be referred back to the submitting authority for the information required and requested. Otherwise, the District Governor and Vice District Governor will refer the revision to the Cabinet Secretary/Treasurer with the following recommendation(s) 1). Do accept as proposed, or 2). Do accept with the following revisions or 3). Do not accept.

3. The Cabinet Secretary/Treasurer will forward the proposed revisions to all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and each Lions Club throughout the District. The proposed revisions will be sent to the President of each Lions club within the District, this will be considered as being sent to each respective Lions club within the District.

4. The proposed change will be included on the agenda, under new business, for the next regularly scheduled cabinet meeting; where the cabinet will accept or not accept the change by cabinet vote.

5. Revisions to the policy manual will become effective immediately upon approval of the Cabinet and will remain into effect until rescinded by the Cabinet.

B. Meetings;

1. All meetings of the Cabinet shall and will be open meetings to all Lions of the District. No business or meetings can be conducted in closed sessions except for those declared an “Executive session” as defined and constrained below.

2. An Executive session shall mean a session in which no minutes are taken and are for the purposes of resolving a personality conflict, interview for an administrative position and/or reviewing written proposals by Clubs, Individual Lions, Businesses or other enterprises in which the discussion shall revolve around.

(a). An Executive session is restricted to the District Governor, Vice District Governor, Cabinet Secretary-Treasurer, Region Chairs, and Zone Chairs, and no one else.

(b). If one Lion is invited to sit in on an Executive Session then all Lions present shall be allowed to sit in on the session. The exception being interviewing an individual for a position then only that person shall attend the Executive Session.

(c). The Cabinet must report the result of the executive session to all those present at the next regularly scheduled Cabinet meeting. Any action in the Executive session meeting must be confirmed in an open meeting through the regular parliamentary procedures

C. Reporting: Minutes of all Cabinet meetings must be reported in a timely manner. Within 10 days from the date of the Cabinet meeting the minutes shall be presented to the Cabinet members, all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and the President of all Lions Clubs within District 49B.

D. Trading Pins:

1. Once the MD49 Council of Governors has established an official pin for the upcoming fiscal year, the district governor will ensure the district Pin chairperson is given an electronic copy of the pin design.

2. The district pin chairperson will develop a pre-order form, (see template in Appendix A) and take orders from each Lions Club and/or any other Lion in the district, with an order cut-off date of May 31st.

3. The district will not maintain an excessive inventory of MD49 pins. The district pin chairperson will limit its MD49 pin order to the total number of pre-ordered pins, plus an additional amount equal to 10-15% of the total number of pre-ordered pins.

4. Pins orders will be pre-paid at an estimated rate of \$1 (US) per pin. Once the district is given a final bill for its pin order, any cost in excess of the \$1 per pin rate will be billed and paid by the requesting Lions Club/Lion prior to delivery. Postage costs will be paid by the requesting Lions Club/Lion.

5. The district pin chairperson will submit the district pin order to the district governor no later than (NLT) June 1st. The district governor will submit the final district pin order to MD49 NLT June 15th, with an expectation to take delivery prior to the upcoming US-Canada Leadership Forum.

6. Funds billed and collected from any District 49B Lions Clubs will be reflected on each club's District account statements.

7. Resale of pins by Lions is strictly prohibited. The pins are to be used as trading material at the Multiple District, International Convention, and the USA-Canada Lions Forum.

II. FINANCES:

A. Auditing:

1. A ledger account for each active Lions Club in the District will be established/maintained. The purpose of this account will be to record all income received from a club, as well as the debt they have incurred. A statement of each club's account will be mailed to the club president by the Cabinet Secretary-Treasurer, on a quarterly basis. The onus for ensuring statement accuracy is borne by each Lions club. More frequent reports are strongly encouraged, however delivery is limited to an electronic report being sent to an e-mail address designated by each club.

2. All accounts of the District should be reconciled on a monthly basis and a financial report made to the Cabinet at each meeting. Reports should include as a minimum; a balance sheet which reflects the value of each district asset and liability; and a report of income and expenses in comparison to the approved budget. Reports will be reflected in both US and Canadian dollars.

3. A final audit of the District's financial records for each closing administrative year should be made to the Cabinet at the first scheduled meeting of the new Cabinet.

4. Auditing will be performed by the audit committee appointed by the incoming district governor; and approved by the new district cabinet.

B. Currency: The accounting of district funds must be maintained in the currency of the United States of America (US\$). Conversion of other national currencies shall be made at the rate of exchange, at the date of transfer of such funds into US\$.

C. Disbursements:

1. Disbursement of District funds shall be made only with the presentation of an expense voucher (See Appendix B) which will include all transportation, lodging and meals bills and

other out of pocket expenses; with receipts attached. Said Disbursement is authorized only after said expense claim is approved by the District Governor.

2. The rules of audit governing reimbursement of expenses for district officers shall apply. Such rules of audit are:

(a). DISTRICT OFFICERS: District Officers are defined in the International Constitution as: District Governor, Immediate Past District Governor, Vice District Governor, Region Chairs, Zone Chairs, and Cabinet Secretary-Treasurer.

(b). PRESENTATION OF CLAIMS: Expenses are to be rendered on the forms provided, itemized and accompanied by receipts for each expense. All claims must be submitted monthly, by the 20th of the following month. Any claim delayed more than 60 days will be subject to Cabinet approval. Charges for items other than those covered by these Rules will not be recognized as just-claims against the District and therefore will not be honored. When more than one authorized Lion travel together, reimbursement will be limited to the cheaper of: actual expenses; or the combined (# of eligible Lions multiplied by) allowances set forth herein.

(c). TRANSPORTATION: No payments made for trips outside the district. Transportation will always be by the most economical means unless prior approval has been granted by the district governor.

1. Auto – may be used on 30 cents (US) per mile or 18.6 cents (US) per kilometer basis, while traveling to clubs in the US or Canada.

2. Rail – first class railroad fare will be reimbursed. Cancelled transportation ticket required.

3. Plane – reimbursement will be made on the basis of economy fares. If private plane is used, reimbursement will be made on the basis of regular air-fare or 30 cents (US) per mile or 18.6 cents (US) per kilometer if cost of regular plane is not available. Cancelled transportation ticket required.

(d). CLUB VISITS: Zone Chairpersons may be reimbursed for one official visit in their respective zones to each active club, with the following exceptions:

1. Organizational visits to prospective new clubs not yet chartered.

2. Charter nights of new clubs and 25th & 50th Charter anniversaries.

3. Special additional visits to seriously weak clubs requiring their attention.

Reimbursement for such additional visits will be subject to prior approval by the District Governor.

(e). HOTEL: Maximum allowance is \$60 (US) per day. Itemized receipt required.

(f). MEALS: Maximum allowance is \$25 (US) per day. Meals must be listed on the form provided; receipts are required. (Midwinter conference or annual convention registration fees are considered a part of meal expenses. Fees in excess of the daily meals rate are not reimbursable.)

(g). STENOGRAPHIC/REPRODUCTION EXPENSE: A reasonable amount of reimbursement on a monthly basis, provided the necessity thereof is shown and the expenses were actually incurred.

(h). TELEPHONE: Cost of telephone calls made for District business may be reimbursed. All claims to be itemized, showing the person, purpose and date. Copy of phone bill is to be attached to the claim.

(i). POSTAGE: A reasonable amount will be allowed. Postage charges should cover mailings pertaining to administering clubs within the District on behalf of the District only. A general statement as to purpose of the mailings should be included.

(j). CABINET MEETING/DISTRICT CONVENTION: Reimbursement will be made to the District Officers for attendance at four cabinet meetings (not to exceed one day for the first and third cabinet meetings; and three days for the Midwinter conference and annual convention).

(k). DISTRICT/CLUB OFFICER/MEMBER TRAINING SESSIONS: Reimbursement can be made for attendance at Zone training sessions in the respective zones for each zone chairmen (not to exceed two days). Selected Lions or District Chairpersons participating in the program may also be eligible for reimbursement, subject to prior approval by the District Governor.

(l). Reimbursement to any other district officer for visits to clubs other than those mentioned above, will be made on a case-by-case basis. Such visits are subject to prior approval by the district governor.

3). Any deviation from this procedure requires a written explanation to the District Governor and Cabinet. Only the Cabinet can authorize a deviation to the rules of audit.

E. District 49B Disaster Relief Fund:

A fund will be maintained in a Canadian bank as a means to supporting emergency relief throughout district 49B.

(1). Any District 49B club officer may request to the cabinet that these funds be made accessible in the event of a disaster where a need arises anywhere within District 49B. The District Governor will evaluate all emergency relief needs/requests, and make a telephonic recommendation to the cabinet for any disbursements.

(2). Signatures: The District Governor, Vice District Governor, Cabinet Secretary-Treasurer, Immediate Past District Governor and the Appointed Canadian Representative will be co-signatures on the bank account. Each disbursement will require district governor and cabinet approval and two authorized signatures.

(3). Donations: Donations to this fund may be made by any individual, however they should be sent to the District Cabinet Secretary-Treasurer for appropriate deposit and recording.

(4). Reporting/Audit: The status of this fund will be reported and audited like all other District 49B accounts.

III. APPOINTMENTS:

A. Committee Appointments shall be made by the District Governor and approved by the Cabinet as soon as possible after assuming office.

B. Committee Appointments should advance the developmental needs of emerging Lion leaders by focusing selection on active Lions who have served in positions of authority and leadership within the District; Use of Past District Governors should be considered as a last resort.

C. Appointed Committee Chairpersons (as mandated by the International Association of Lions Clubs) trained by the International Association of Lions Clubs may not resign such position for purposes of running for or holding other offices of the District until the term of such appointment is fully completed.

D. Only the Cabinet has the authority to revoke or change an appointment to a position within the District. Such revocation or change notification should be made in writing to the approved appointee(s) in writing and state the reasons for said revocation or change. The revocation or change of an appointment must be approved by the Cabinet at a regular Cabinet meeting.

IV. DISTRICT LEADERSHIP AND MANAGEMENT

A. District Governor: The District Governor is an officer of Lions Clubs International. The District Governor is the political and administrative leader of District 49B. As such they are responsible for determining the direction the Cabinet and District will take administratively and/or politically.

(1). Administrative leader: The District Governor will work with and through their cabinet members and Lions club level board of directors to ensure the district, its clubs and individual Lions: live up to the Lions Clubs International's Objects and Code of Ethics; practice prudent fiscal management; and prompt, accurate reporting of membership and activities.

(2). Political leader: The District Governor will work with and through the current International Director, or Immediate Past International Director, or the most recent Past International Director in communication with the International Association of Lions Clubs political arena.

(a). International Director: The sitting International Director from MD49 will work with the District Governor and Cabinet in communication with the political arena of Lions International. This includes but is not limited to candidates for the various offices of Lions International Executive Committee and Board of Directors. The current International Director

will keep the District Governor and Cabinet informed of all activities being proposed at the International level as it concerns all Lions as well as the District

(b). Immediate Past International Director: In lieu of a sitting International Director, the current Immediate Past International Director (IPID) from MD49 will work with the District Governor and Cabinet in the political arena of Lions International, communication with other Executive Board officers, International Directors, Past International Presidents and Past International Directors. This will include but not be limited to communications, directives, appointments and initiatives that pertain to the District and Lions in general.

(c). Past International Director(s): If there is no sitting Director or IPID, the most recent PID from MD49 is the International liaison for the District Governor and Cabinet. The Past International Directors will communicate with the International Executive Committee and the Board and other PID's upon request of the District Governor and Cabinet.

B. Vice District Governor (VDG): It is presumed the sitting Vice District Governor will be the District Governor the following year, subject to the requirements of the constitution and by-laws of the District.

(1). Development: The primary focus of the VDG is to become well acquainted with the make-up of the district, its issues, needs, and members.

(2). Leadership: The VDG will lead the District MERL/P team. The VDG is strongly encouraged to participate in the International Convention, USA-Canada Leadership Forum, MD49 Council of Governors meetings, and District 49A's Cabinet meetings and conferences.

(2). Planning: The VDG is authorized to seek out qualified Lions to fill the various cabinet level positions for the upcoming year. Ideally, the VDG will have identified a full compliment of cabinet officers and chairpersons by the third cabinet meeting of the current year; and in turn the new cabinet can spend the last quarter planning for the next year.

V. SERVICE PROJECT PARTNERSHIPS:

A. Lions Clubs International has adopted the following seven categories of Lions programs

- (1). Community Services
- (2). Diabetes Awareness
- (3). Environmental Services
- (4). Hearing and Speech Action and Work with the Deaf
- (5). International Relations
- (6). Lions Opportunities for Youth
- (7). Sight Conservation and Work with the Blind

B. Lions Clubs International has adopted these service programs to fulfill the following criteria:

- (1). Exemplify the "We Serve" motto and are relevant to Lions clubs internationally
- (2). Meet an important community or humanitarian need
- (3). Achieve measurable outcomes which benefit service recipients
- (4). Provide "hands-on" involvement by Lions
- (5). Include leadership roles for Lions
- (6). Promote public awareness of Lions service
- (7). Are sustainable

C. In support of these service programs, District 49B has adopted a number of service projects.

- (1). *Leader Dogs for the Blind/Canadian National Institute for Blind*
- (2). *Life Alaska Donor Services*
- (3). *Aurora-Borealis Lions Eyeglass Recycling Center*
- (4). *Past Council Chair Mavis Yenne Memorial Mobile Vision Screening Trailer*
- (5). *SightFirst: Adult & Youth Eye Care*
- (6). *Youth Exchange: Mac McCarthy International Youth Camp*
- (7). *Nenana Junk Yard Challenge: a Quest initiative*

D. District officers and each Lions Club in the district are charged to vigorously embrace these service projects with either time, labor, materials, and/or financial support.

E. In order to facilitate the best possible support for these projects and their sponsors, District 49B has partnered with District 49B Lions Foundation to provide oversight to any associated assets and/or management of project funds. In doing so, District 49B Lions Foundation acknowledges a District 49B appointment of a service program committee chairperson as the same in its organization, i.e., The District 49B SightFirst Chairperson is the same person as the District 49B Lions Foundation SightFirst Chairperson.

VI. COMMUNICATIONS: A challenge for every Lions leader is to keep strong communications between district and club level leaders, individual lions, and those we serve. In order to best serve everyone the district supports use of the following medias:

A. Directory: Prior to the beginning of each governor's term, the district governor will form a directory committee to publish a District 49B Directory. Every effort should be taken by the committee to offset the publishing costs with sponsorships and/or advertisements.

B. News Letter: Prior to the beginning of each governor's term, the district governor will form a newsletter committee to publish a monthly district 49B newsletter, commonly referred to as the *49B Braggin' Rag*.

C. Web-page: Prior to the beginning of each governor's term, the district governor will form a web-page committee to serve as web-master for the district web-page: www.49lions.org

D. Electronic Communications: The District Cabinet Secretary-Treasurer will use the district directory to up-date and maintain a standing e-mail mailing lists for district leaders, club

presidents and secretaries, past-district governors, and all Lions. Where Lions Club have a President and Secretary without an e-mail address, correspondence will be sent hard-copy through the postal service.

VII. AWARDS:

A. International Certificate of Appreciation: Lions who have performed a significant service to the association are given this award at the International President's discretion.

B. International President's Lapel Pin: Lions who have performed a significant service to the association are given this award at the International President's discretion.

C. International Medals: Each year there is an opportunity to submit names of outstanding Lions to receive recognition from the International President. This activity is coordinated through an International Director or Immediate Past International Director, or the most recent Past International Director who solicits a name from each District Governor with sufficient justification to be forwarded to the International Presidents office for consideration. The name of potential recipients is considered confidential and not revealed until they are presented. Submissions of names are usually accomplished during the month of January. International awards, that are approved, and made available for presentation, are normally done by the International Guest at the Multiple District Convention. The number of awards available is determined by the total Multiple District membership. Based on current membership, two such awards are usually available, one Presidential and one Leadership.

(1). International Leadership Medal: Lions who have made a significant leadership contribution during the International President's year in office are eligible to receive this award.

(2). International President's Medal: The International President may present up to 425 awards during his presidential year.

D. Other International Awards: The district governor receives a number of other International Awards during their district governor training by Lions Club International, i.e., Environmental Awareness, Diabetes Awareness, International Understanding, etc. The District Governor will present these awards at the annual awards banquet, based on the criteria issued by Lions Club International.

E. District Governor's Recognition

(1). District Governor's Appreciation Medal: Lions who have made a significant contribution to their club during the District Governor's year in office are eligible to receive this award. Candidate names will be submitted prior to each of the governor's official club visit. The number of District Governor Appreciation Medals available to each governor will be limited to 25% of the total number of Lions Clubs in the district at the beginning of their term.

(2). District Governor's Contest: Each governor will establish a set of District Governor's Contest rules prior to the beginning of their term. As a minimum, criteria should be

established for determining Lion of the Year, Club of the Year, Zone Chair of the Year, Club President of the Year, Club Secretary of the Year. Awards will be presented at the annual awards banquet.

(3). Other Recognition: Each district governor is highly encouraged to exhaust every alternative to offer praise and recognition to the deserving Lions of District 49B.

VIII. DISTRICT GOVERNOR CLUB VISIT PROTOCOL

A. District Governor Honorary: Prior to the beginning of each governor's term, the district governor will designate a District Governor Honorary.

B. The District Governor Honorary will serve as the chief liaison between the individual Lions clubs and the district Governor. Their primary purpose is:

(1). Schedule/coordinate the district governor's visit to each Lions Club

(2). Advise each club on proper protocols during the District Governor's visit.

(3). Schedule a meeting of the Past District Governors when necessary and asked by the District Governor. In doing so, the Honorary will convey the governor's concerns for the PDGs to address.

IX. MEMBERSHIP-EXTENSION-RETENTION-LEADERSHIP/ORIENTATION-PUBLIC RELATIONS (MERL/P)

A. MERL/O Team: The district will maintain a standing MERL/P team.

(1). The team will be lead by the sitting Vice District Governor

(2). The team will be comprised of chairpersons for the following:

(a). Membership

(b). Extension

(c). Retention/Orientation

(d). Leadership

(e). Public Relations

(3). Each of the chairpersons selected agrees to serve a three-year term. In order to provide continuity, replacement chairpersons should be replaced on a rotational basis.

(4). Periodically, the MD49 MERL team will host train-the-trainer training for the sub-district teams. Ideally, each chairperson should become familiar with each of the other MERL/P subject matter areas.

(5). Each chairperson is responsible for:

(a). Assessing the strengths, weaknesses, and opportunities of their program as it applies to the district.

(b). Collaborate and assist in providing MERL/P related training per the direction of the District Governor. This may require travel to distant or remote locations.

(c). Report the health of their program at cabinet meetings, conferences, and conventions.

(d). Form a standing sub-committee for their program element, and recruit sub-committee members.

(e). Develop and further a comprehensive program to meet all assigned MERL/P goals and objectives.

X. DISTRICT MIDWINTER CONFERENCE.

A. Each year the district governor will convene a midwinter conference at a location of their choice.

B. Conference Dates and location: Conference dates must be established at the earliest date to afford the necessary time to coordinate a fitting event, as well as, invite International guests that are best suited for District 49B. The Vice District Governor, prior to the beginning of their term as VDG, will designate a midwinter conference date and location. In choosing a date and place, the following should be considered:

- (1). When/where District 49A's conference is
- (2). Travel costs: High costs will deter Lions from attending the conference.
- (3). Advocating a balance between Alaska and Canadian locations for all four cabinet meetings
- (4). Location of annual convention.
- (5). What/when special events are being sponsored by the various Lions Clubs
- (6). Confirmation of a club willing to host the midwinter conference.

C. International Guest Speaker Invitations: The current MD49 International liaison (Director, IPID, or PID) at the request of the sitting Vice District Governor will invite and coordinate for an International Speaker for the District midwinter conference.

D. Minimum Conference Events: The District Midwinter Conference shall contain the following activities.

- 1). Ice Breaker on the evening preceding the conference opening.
- 2). General assembly each morning.
- 2). Lunch each day with a Keynote Speaker/Program
- 3). One panel discussion breakfast; topic to be determined by the governor.
- 4). International Director/Past District Governor dinner or breakfast
- 5). Training to accommodate two shifts of seminars each afternoon.
- 6). District Banquet.
- 7). Other functions as may be determined by the Host Committee and approved by the District Governor.

Note 1: All facilities/events should be handicap accessible.

Note 2: All meals should be diabetic friendly.

E. Midwinter Conference Finances/Expenses:

(1). The host club/committee is responsible for all planning tied to the midwinter conference, to include any and all associated financial planning, contracts and expenses.

(a). The Host committee may establish a conference registration fee to cover facility, equipment, catering, and other non-lodging or travel costs. Unless otherwise stipulated herein, all registration, travel and lodging costs will be directly borne by each attendee.

(b). All conference expenses that may be incurred are borne by the Host committee (and/or its parent Lions Club). Contracts, if any, shall be signed by the Host Committee Chairperson to be valid and binding.

(c). Only those raffles, auctions or other gimmicks for financial consideration shall be handled by the Host Committee. No other group outside the host committee shall be permitted to promote auctions, raffles or other financial gaining gimmicks, without the expressed permission of the host committee.

(d). The Host club/committee shall retain all funds/income received in excess of the conference costs. This provision is intended to be an incentive for clubs to host the conference, however, profit margins should not be excessive in so much as to inhibit Lions from attending the conference.

(2). Special Guest Accommodations:

(a). International Guest: The host committee will arrange for VIP accommodations at the conference hotel for both the Guest and Spouse. Special arrangements should be made for the International Guests room including appropriate flowers, fruit/food basket and beverage(s). All conference expenses that may be incurred by the International Guest and Spouse are borne by the host committee.

(b). District 49B Governor: The host committee will arrange for accommodations at the conference hotel for both the District Governor and spouse. All conference expenses that may be incurred by the District Governor and Spouse are borne by the host committee.

(c). MD49 Council Chairman: The host committee will arrange for accommodations at the conference hotel for the Council Chairman and spouse. All conference expenses that may be incurred by the Council Chairman and Spouse are borne by the Council Chairman, however the host committee may defer all or some portion of those expenses.

(d). District 49A Governor: The host committee will arrange for accommodations at the conference hotel for the District 49A Governor and spouse. All conference expenses that may

be incurred by the District 49A Governor and Spouse are borne by the District 49A Governor, however the host committee may defer all or some portion of those expenses.

F. Reporting: The Conference Committee shall report on a regular basis the progress of the Conference planning. This report must consist of the agenda, space allotment, lodging, catering and such other facilities and equipment that may be necessary to put on a successful conference.

G. Club paraphernalia on display at the conference shall be off limits to all other Lions and Lion Clubs for theft or other activities that would mar the harmony of the conference.

XI. DISTRICT ANNUAL CONVENTION.

A. Each year the district governor will convene an annual convention in concert with the MD49 convention.

B. District & International Convention Chairperson: The district governor will designate a District & International Convention Chairperson. This person will work in concert with the MD49 and District 49A convention chairpersons, in an effort to plan an appropriate annual convention.

C. Convention Dates and location: Conference dates and location are determined by the MD49 Council of Governors.

D. District Convention Events: In addition to the MD49 convention requirements, as a minimum the District 49B convention will provide for the following:

- (1). Cabinet meeting: Sufficient time to address old and new business items;
- (2). Convention: Sufficient time to receive committee reports, resolutions, announcements, and nominations for prospective candidates;
- (3). Awards Banquet;
- (4). Elections; and
- (5). Other functions as may be determined by the Host Committee and approved by the District Governor.

E. Coordination: The District Convention Chairperson will work with the District Governor, Cabinet Secretary-Treasurer, and Awards Chairperson to ensure:

- (1). The convention program includes the required events;
- (2). The facilities have sufficient seating, head table, flags, bell and gavel, sound system, and projection equipment to satisfy each event's particular needs;
- (3). Appropriate protocol is adhered to; and
- (4). The events decorum and atmosphere promotes a strong spirit of Lionism and camaraderie.

Note 1: All facilities/events should be handicap accessible.

F. Award Banquet Emcee: The convention chairperson will assist the district governor in selecting an appropriate Awards Banquet Emcee. Additionally, the convention chairperson will assist the emcee in planning/organizing the awards banquet, to include publishing a banquet program booklet.

G, International Convention: The convention chairperson will promote attendance of the International Convention and USA-Canada Leadership Forum; to include facilitating registration and acquisition of parade uniform items.

APPENDIX A
2004-2005 MULTIPLE DISTRICT 49 PIN ORDER FORM

This past year District 49B changed its process for ordering multiple district pins. Historically we purchase 2,500 pins and hope and pray they all get sold. Unfortunately, we tend to end up with about 1200 pins left over, which ends up stock piling in the pin chairperson's basement. After a few years, we end up selling them for 25 cents. In order to prevent this from happening, we are taking pin orders up through July 31, 2004. On August 1st we'll place our pin order, in hopes of receiving them just prior to the USA-Canada Leadership Forum in September.

Please complete the following and submit this form and your pre-payment check to:

CST Cheryl Markwood
 1556 Noble St
 Fairbanks, AK 99701

Estimated cost per pin: \$1.00

(Any excess funds above actual cost will be refunded to each club, upon delivery.)

Club: _____

Mailing Address: _____

	Standard Pin	Qty ordered: _____	\$. _____
	Prestige Convention Pin	Qty ordered: _____	\$. _____

TOTAL

QTY:

\$ _____

Check # _____ Amount Submitted: \$ _____

