



Council Chairperson Manual

2014-2015

English

Lions Clubs International Purposes

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

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

TO PROMOTE the principles of good government and good citizenship.

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

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

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

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

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in community and humanitarian service.

Lions Clubs International Code of Ethics

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

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

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

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

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

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

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

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

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

At the March International Board of Director's Meeting, several changes to the position of Council Chairperson were proposed and unanimously approved by the International Board of Director's. It was requested that these changes be reflected in the International Constitution and By-laws, which requires the approval of the delegates at the International Convention in Toronto. If ratified, the changes to the Council Chairperson position will take effect July 1, 2014 and the Council Chairperson Manual will be updated accordingly.



Proposed Constitutional Amendment to the Council Chairperson Position

As you may know, the District and Club Service Committee conducted research this fiscal year to study the selection, authority and qualifications of the council chairperson. As a result of the research, along with input from the International Board of Directors, Past International Directors and Executive Officers and Lions members, the committee drafted three amendments to the council chairperson position so that the position more uniformly supports district and club activities.

The members of the International Board of Directors unanimously support these changes and request that these changes be included in the International Constitution and By-Laws which requires the approval of the delegates during this convention.

ITEM 1: RESOLUTION TO PROVIDE THE COUNCIL OF GOVERNORS WITH AUTHORITY TO REMOVE A COUNCIL CHAIRPERSON

While many Multiple District Constitution and By-Laws specify how the council chairperson is selected, many do not specify how a council chairperson can be removed from his or her position when such an action is required. The following removal policy was drafted based on the Standard Multiple District Constitution and By-Laws which has proven to be helpful when such an action is needed. Placing this provision in the International Constitution and By-Laws will clarify the procedure and the authority of the Council of Governors.

PROPOSED RESOLUTION:

BE IT RESOLVED, That Article VIII of the International By-Laws be amended by inserting the following new paragraph as Section 6 and re-numbering the remaining sections accordingly:

Section 6. REMOVAL. At the request of the majority of the council of governors, a special meeting of the council may be called for the purpose of removal of the council chairperson. Regardless of the manner in which the council chairperson is selected or elected, the council chairperson may be removed from the council for cause by an affirmative vote of 2/3 of the entire number of the council of governors.

ITEM 2: A RESOLUTION TO ALLOW A CURRENT DISTRICT GOVERNOR OR PAST DISTRICT GOVERNOR TO SERVE AS COUNCIL CHAIRPERSON

While the majority of multiple districts choose past district governors to serve as council chairpersons, and will be encouraged to do so, some areas would like the option of enlisting current district governors to fill the position. These areas find that having a current district governor serve in this capacity reaffirms equality among the members of the council and the individual is aware of current programs and policies as a result of recent participation in the DGE seminar. This structure tends to work in multiple districts that have district or multiple district offices that free the district governor to effectively manage this dual role. This also expands the options available for all districts to fill the position.

The revised policy would read as follows:

Section 4. COUNCIL OF GOVERNORS. The governors of districts, except as herein provided, shall in each multiple district, constitute a council of governors. The council of governors shall also include one **current or** past district governor who shall serve as council chairperson and, at the option of the multiple district constitution and by-laws, may include one or more immediate past district governors provided that the total number of past district governors, including the council chairperson, shall not exceed one-half (1/2) the number of district governors. Each member of the council of governors, including the council chairperson, shall have one (1) vote on each question requiring action of the council of governors. A council of governors may also include past and present international presidents, international vice-presidents, and past and present international directors of the association as advisory, but non-voting members. The council chairperson, selected or elected as provided in the respective multiple district constitution and by-laws, shall be a **current or** past district governor when he/she takes office. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again.

PROPOSED RESOLUTION:

BE IT RESOLVED, That Article VIII, Section 4 of the International By-Laws be amended by inserting the phrase “current or” before the phrase “past district governor” in line 5 and line 22 of the section.

ITEM 3: A RESOLUTION TO REVISE THE DUTIES OF THE COUNCIL CHAIRPERSON

To ensure that the position supports the actions and decisions of the Council of Governors it is requested that the position description be adjusted to encourage teamwork and cooperation and to clarify the authority of the council chairperson in relation to the Council of Governors.

PROPOSED RESOLUTION

BE IT RESOLVED, That Article X, Section 1 of the International By-Laws be amended by deleting the existing language in its entirety and substituting the language as set forth below:

Section 1. MULTIPLE DISTRICT COUNCIL CHAIRPERSON. The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district council of governors.

In cooperation with the council of governors, the council chairperson shall:

- (a) Further the Purposes of this association;
- (b) Assist in communicating information regarding international and multiple district policies, programs and events;
- (c) Document and make available the goals and long range plans for the multiple district as established by the council of governors;
- (d) Convene meetings and facilitate discussion during council meetings;
- (e) Facilitate the operations of the multiple district convention;
- (f) Support efforts initiated by the International Board of Directors or the council of governors that are intended to create and foster harmony and unity among district governors;

- (g) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- (h) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- (i) Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

FREQUENTLY ASKED QUESTIONS

When will this provision take effect?

If approved, the amendments will take place at the close of this convention, which is July 8, 2014.

Are we required to select a current district governor to serve as council chairperson?

No, it only gives the Council of Governors the option of choosing a current district governor, which expands the options that are available.

Does the provision change the way we select or elect the council chairperson?

No, the Council of Governors can continue to select or elect their council chairperson as outlined in their multiple district constitution and by-laws.

If a district governor serves as a council chairperson do they have two votes?

No, each member of the Council of Governors receives one vote even when they serve in multiple positions.

Where will I find these changes?

These changes will be made to the International Constitution and By-Laws (LA-1)

Who can I contact for more information?

Contact the English Language Department in the District and Club Administration Division by email at Englishlanguage@lionsclubs.org or at 630-468-6889.



COUNCIL CHAIRPERSON MANUAL

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INTRODUCTION

This manual contains helpful information to guide you through your year as a multiple district council chairperson. As council chairperson, you have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International. Because each multiple district is different, and each council chairperson has different styles of coordination, this manual's intention is to offer suggestions and information that should be adjusted to suit your local conditions and needs. However, it must be emphasized that the multiple district council chairperson is expected to be a coordinator and a facilitator of the council of the district governors. You are the link among the district governors who are individually responsible to their own districts.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS

Members

The multiple district council of governors provides an administrative structure to further the purposes of Lions Clubs International in the multiple district. The council is composed of:

- All current district governors in the multiple district
- One past district governor who serves as council chairperson

The council may include one or more immediate past district governors; however, the total number of immediate past district governors should not exceed one-half (1/2) the number of district governors. Each member, including the council chairperson, has one vote on each question that requires action of the council of governors.

A multiple district council may also include past and present international presidents, international vice presidents, and past and present international directors of the association as advisory, but non-voting, members.

Duties

According to the *Standard Form Multiple District Constitution and By-Laws*, duties of the multiple district council are to:

- Make all contracts and approve all bills relating to multiple district convention administrative expenses
- Designate a depository for multiple district funds
- Determine the amount of surety bond for the council secretary-treasurer and approve the surety company issuing the bond
- Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and if necessary, provide for an audit of the books and accounts of the secretary-treasurer at the end of the fiscal year.

Additional duties may include:

- Organize the order of business for the multiple district convention, which is to be held each year prior to the international convention
- As a member of the Global Membership Team (GMT) and the Global Leadership Team (GLT), consult with the council of governors and the GMT and GLT area leaders to select a GMT multiple district coordinator, a GLT multiple district coordinator, and additional GMT-multiple district and GLT-multiple district members. These coordinators and additional members serve three-year terms subject to annual review
- As a member of the Global Leadership Team, work with the GLT multiple district coordinator and other GLT multiple district members to coordinate and deliver the multiple district training of incoming governors. Utilize the experience and talent of other available and qualified Lions to facilitate the training
- Coordinate larger scale service or other activities which may require the participation of more than one sub-district (*Ex. emergency relief program, multiple district public relations activity*)

The council of governors may have additional duties that pertain to the multiple district which are included in their respective multiple district constitutions.

Officers of the multiple district

The officers of the council of governors include:

- Council chairperson (see pages 4-8 of this manual for an explanation of the duties and responsibilities of this position)
- Vice-chairperson (see page 9 for an explanation of this position)
- Secretary and treasurer, or secretary-treasurer (see page 9 of this manual for an explanation of the duties and responsibilities of this position)
- Other officers as the council of governors deems necessary

Meetings of the council of governors

The council should hold its first regular meeting within 60 days after the district governors officially take office. The council chairperson, or the secretary at the chairperson's direction, should issue a written call for each council meeting, specifying the time and place. The council chairperson decides the time and place of the first meeting, and the dates of the following meetings are determined by the council. Regular and/or special meetings of this council may be held through the use of alternative formats such as teleconference and/or web conference.

The presence of a majority of the council constitutes a quorum at any council meeting.

All questions of order and procedure are determined by *Robert's Rules of Order, Newly Revised*; or similar standard meeting rules guide.

Annual multiple district convention

The council is responsible for organizing the order of business for the multiple district convention, which is held each year prior to the International Convention. The council chairperson chairs the multiple district convention. *The Standard Form Multiple District Constitution and By-Laws* deals specifically with the procedures of the multiple district convention and convention funds.

A special convention of the clubs of the multiple district may be called by a two-thirds vote of the council of governors. A special convention must conclude no less than fifteen days prior to the convening of the International Convention.

COUNCIL CHAIRPERSON

Duties

International By-Laws provide that the council of governors includes one past district governor who serves as council chairperson. Any past district governor may serve as the chairperson, but the past governor may only serve for a one-year term and cannot be the chairperson again.

According to the international by-laws and the by-laws of the Standard Form Multiple District Constitution and By-Laws, the multiple district council chairperson shall:

- (a) Further the purposes of this association
- (b) Provide leadership, direction, and initiative for international and multiple district programs, goals, and long range planning
- (c) Create and foster harmony and unity among sub-districts and assist district governors to solve issues
- (d) Chair the multiple district convention and all council meetings
- (e) Submit reports and performs such duties as may be required by the multiple district constitution and by-laws
- (f) Perform such other administrative duties as may be assigned by the multiple district council of governors
- (g) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.

Additional responsibilities

Multiple district training of district governors-elect

The council chairperson, as a member of the Global Leadership Team at the multiple district level, is responsible for actively supporting the local training of district governors-elect. The training is to be coordinated/conducted by the GLT multiple district coordinator. Multiple districts, either individually or jointly, should hold the training sessions annually.

Multiple district training sessions should be conducted as soon as possible after the selection of district governors-elect. The training should take place at a location chosen by the multiple district, using funds set aside in its own budget to be used for this purpose.

It is the multiple district's primary responsibility to teach and explain the contents of the District Governor Team Manual as well as additional district and multiple district matters. The Leadership Division provides each council chairperson and GLT multiple district coordinator with a detailed

explanation of the district governors-elect training process including recommendations for multiple district training and an overview of topics to be covered in the GLT area-based training, the pre-seminar assignment, and the District Governors-Elect Seminar. Multiple districts may choose to include training in leadership skills that correspond to particular local needs, and should take care not to duplicate topics covered at the seminar.

Subjects to discuss in the District Governor Team Manual:

1. District Governor Team
2. International Headquarters
3. District Administration
4. District Committees
5. Club Operations
6. Club Supplies
7. Information Technology
8. International Convention
9. Finance
10. Leadership Development
11. Legal
12. LCIF
13. Extension and Membership
14. Public Relations
15. Service Activities
16. Awards
17. Succession Planning
18. Your Council of Governors
19. Applications & Report Forms

District and multiple district matters to be covered include:

1. Annual schedule of events
2. Budget, dues and fund-raising
3. Constitutions
4. Conventions
5. Council of governors
6. History of the districts and the multiple district
7. Record keeping
8. Special projects
9. Tax and insurance
10. Meeting/Club Visitation Report and Protocol
11. Other matters each multiple district finds necessary

If the following leadership topics are not addressed in the assignments, the GLT area-based training, or at the District Governors-Elect Seminar, they could be included in the multiple district training:

1. Image building
2. Motivation and commitment
3. Goal setting

4. Communication skills
5. LCI resources
6. Stress management
7. Time management

For further details on the multiple district training of governors-elect, please contact the Leadership Division at International Headquarters at (630) 571- 5466, ext: 6935, or at leadership@lionsclubs.org.

Ethical standards and conduct

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day.

No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

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

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

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

Excellence – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Forms and resources

Multiple District Officers Reporting Form

Each council chairperson receives the Multiple District Officers Reporting Form (DA-901) and is requested to submit the completed report form to the English Language Department immediately after the annual multiple district convention or meeting to appoint the council chairperson.. Council chairpersons will use this form to provide contact information and biographical information for

themselves and their companions as well as contact information for the council secretary and treasurer. A copy of Form DA-901 is included at the end of this manual.

Multiple District Chairperson Report Form

The council chairperson also reports the names and addresses of each multiple district committee chairperson through the password-protected membership site, My LCI, or by completing and submitting the Multiple District Chairperson Report Form (MC-10) to the English Language Department. The following multiple district chairpersons are officially approved and recommended and are to be submitted on the form:

- Convention
- Diabetes Awareness and Action
- Hearing Preservation, Awareness and Action
- Information Technology
- International Relations
- Lions ALERT
- Lions Services for Children
- Protocol
- Public Relations and Lions Information
- Sight Preservation, Awareness and Action
- Youth (Lions Opportunities for Youth)

Separate forms will be provided when appropriate for Leo Club (3 year), Lions Quest (3 year), and Youth Camp and Exchange Chairpersons, and for GMT and GLT coordinators (3 year).

Membership, Officer and Service Activity Reporting web site

Council chairpersons and other multiple district officers are encouraged to use the resources available via our membership, officer and service activity reporting web site, which is in the process of being updated. The new web site is called, MyLCI.

Council chairpersons will find the web site useful in reviewing and updating multiple district officers and chairpersons; reviewing and updating the multiple district convention date, location, etc.; viewing reports and downloading membership, chairperson, officer and service activity data at the multiple district level.

At the district level –

Council chairpersons may review district officers and chairpersons; review district convention dates, locations, etc.; view reports and download membership, officer, and chairperson information and service activity data.

At the club level –

Council chairpersons may review club officers, club membership information and club meeting information. Council chairpersons may also view reports and download membership and service activity data.

There are four basic features of MyLCI, one of which is the role based functionality, which allows users to access different menu options based on their assigned role in the association. Another feature is context sensitive help, which provides quick access to answers to questions relevant to the specific content page the user is on. MyLCI provides two search features, Quick Searches that are predefined searches pertaining to the current year, and Advanced Searches that can be used to view data from previous years. For district officers and the council chairperson MyLCI offers navigation features that provide the opportunity to view information at a high level and to also drill down to more detailed information.

To access click on the “MyLCI” link at the top of the association’s main page. If you previously had a username and password for WMMR, you will use this same login information. If you are a new officer, you will need to create your username and password by clicking the “New User? Click here to register now” link and following the screen prompts.

District Health Assessment

The District Health Assessment is a useful report sent to all council chairpersons each month. The report includes statistical information for each sub-district in the multiple including:

- Clubs: total, new, cancelled, net gain
- Members: total, add, drop, net growth
- Average members per club
- Percentage of clubs submitting reports
- Percentage of clubs with balance due over 90 days
- Number of status quo clubs
- Cancellation data

In addition to the District Health Assessment, council chairpersons are copied on the monthly club health assessments for each district which provides similar information by club.

Council chairpersons are encouraged to review the information in each report as they support the districts throughout the year.

Continuing your participation as a Lions leader

When your term as council chairperson ends, there is still much you can do to benefit your multiple district and the association. Your home club, district, or multiple district may ask you to serve in a capacity most fitting to your knowledge and expertise. Your time, effort and enthusiasm will always be needed to help further the cause of the association.

ADDITIONAL INFORMATION

Vice-council chairperson

Election/selection of the vice-council chairperson is at the discretion of the multiple district council of governors, unless otherwise indicated in the multiple district by-laws. Since the vice council chairperson is optional, it is not an official LCI position.

When the position is implemented, the vice-council chairperson assists the council chairperson in fulfilling his/her duties as well as representing the council chairperson in his/her absence.

Council secretary-treasurer

According to the Standard Form Multiple District By-Laws, the council secretary-treasurer is under the supervision and direction of the council and shall:

- (a) Keep an accurate record of the proceedings of all meetings of the council, and within ten (10) days after each meeting forward copies thereof to all members of the council and the office of Lions Clubs International
- (b) Assist the council in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the council
- (c) Receive and give proper receipts for all member dues required to be paid to the council secretary-treasurer by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the council, and disburse the same under the supervision and control of the council by checks drawn against said deposits signed by himself/herself and counter-signed by the council chairperson or other duly authorized council member
- (d) Keep accurate books and records of account and minutes of all council and multiple district meetings, and permit inspection of the same by any member of the council or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the council
- (f) Deliver the general and/or financial accounts, funds, and records to his/her successor at the conclusion of his/her term of office

Global Membership Team and Global Leadership Team

Overview

The Global Membership Team (GMT) provides a global structure for membership development which is continuous, focused, and integrated.

The Global Leadership Team (GLT) provides for an enhanced focus on leadership development, which is critical to the future vitality of our association. The GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development initiatives, while providing necessary information, guidance and motivation.

Members of the GMT and GLT work together to identify, develop and encourage opportunities for present and future Lions leaders, and to develop membership through service and engagement.

Structure

The two structures are connected and coordinated at the international level by an executive council. The GMT/GLT Executive Council is led by the LCI international president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively.

Both the GMT and GLT are further supported by an international coordinator and a joint operations committee comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors, and the respective constitutional area leaders.

Both teams consist of Lions leaders designated to serve specific constitutional or regional areas. Team members are appointed for a three year term to allow for adequate analysis of area needs and development and implementation of appropriate programs. All members are subject to annual review and confirmation of appointment or removal based on performance.

- **Constitutional Area Leaders:** Up to 11 constitutional area leaders for each team, including one for the continent of Africa, up to two for the USA, and up to three for OSEAL given the large size and unique needs of these areas. GLT and GMT have the same number of leaders with the same assigned territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Constitutional area leaders are appointed by the international president, in consultation with the first and second vice presidents and area leadership.
- **Area Leaders:** Approximately 36 area leaders worldwide for each team, with both GMT and GLT having the same number of area leaders assigned to the same territory structure as their counterpart. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special area advisors may be added to support leadership efforts in remote or unique geographic regions. The area leaders representing both the GLT and GMT interact continuously to effectively address area needs. Area leaders are appointed by the international president, in consultation with the first and second vice presidents and constitutional area leaders.

- **Multiple District:** Each multiple district has both a GMT and a GLT, each comprised of a multiple district coordinator, the council chairperson, and additional membership and leadership development-minded Lions (3 maximum for each team). GMT and GLT multiple district coordinators and other team members are appointed by council of governors, in consultation with the GMT and GLT area leaders and the council chairperson. Multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple districts do not have a multiple district GLT coordinator. In this case, the respective GLT area leader or special area advisor will fulfill related responsibilities at the multiple district level.
- **District:** Each district has both a GMT and a GLT. GMT-D is led by a district coordinator and the district governor team and includes two focused action teams: the Membership and Club Growth Team and the Club Success Team. The GLT-D is comprised of a district coordinator and the district governor team, with the second vice district governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. GMT and GLT district coordinators and other team members are appointed by the district governor, in consultation with area leaders, multiple district coordinators (where applicable) and first and second vice district governors.

Detailed information on both teams can be accessed on the Lions Clubs International Web site, www.lionsclubs.org.

Organization of International Headquarters

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International web site, www.lionsclubs.org.

The web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Coordinates the inventory, marketing and distribution of club supplies worldwide. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the Guiding Lions program and Club Rebuilding Awards.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Drives club and membership growth through the development, implementation and execution of strategies to promote new club formation, membership growth and retention initiatives.

Finance Division

E-Mail: finance@lionsclubs.org

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

Information Technology Division

E-Mail: it@lionsclubs.org

Provides technology services that include technology infrastructure, membership and financial systems, a business intelligence system for reporting, member services websites including MyLCI, communication systems, document management system, club, officer and member data administration, district and international convention support and technical support for staff and members.

Leadership Division

E-Mail: leadership@lionsclubs.org

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities ([Leadership Resource Center: http://www.lionsclubs.org/EN/member-center/leadership-development/index.php](http://www.lionsclubs.org/EN/member-center/leadership-development/index.php)) and curriculum tools and resources for local use. Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

Legal Division

E-Mail: legal@lionsclubs.org

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

Lions Clubs International Foundation

Web site: www.lcif.org

E-Mail: lcif@lionsclubs.org

Administers the Foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. The Foundation also manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, social media, e-Districthouse and e-Clubhouse, and *LION* Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association.

Service Activities Division

E-Mail: programs@lionsclubs.org

Develops resources and helps Lions implement service activities and projects in the following key areas: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth (includes Leo clubs), and Lions Services for Children. Provides tools for Lion participation in the Global Service Action Campaigns, the Reading Action Program, Medical and Humanitarian Aid Missions and special service initiatives. Uses data received through the online Lions Service Activity Report to assess the impact of Lions' work and monitor global service trends to further enhance LCI programs and resources. The division's Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.



MULTIPLE DISTRICT CHAIRPERSON REPORT FORM

Fiscal Year _____ Multiple District _____

The multiple district chairpersons shown are designated by the International Board of Directors. Please do not change the titles. This form may be completed and submitted: 1) by mail or fax at 630-706-9273; 2) electronically through MyLCI on the association's website; 3) by e-mail to: englishlanguage@lionsclubs.org.

To fill in this form as a PDF [click here](#).

If chairperson prefers information to be sent to an address other than his/her home address, please provide address on billing address line. Submit completed information by July 31st.

The multiple district chairpersons below serve for one year, although re-appointment is permissible. There are some chairpersons that are appointed for three years. Separate forms will be provided when appropriate for Leo Club (3 year), Lions Quest (3 year), and Youth Camp and Exchange Chairpersons, and for GMT and GLT coordinators (3 year).

CONVENTION

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

DIABETES AWARENESS AND ACTION

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

HEARING PRESERVATION, AWARENESS AND ACTION

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

INFORMATION TECHNOLOGY

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

INTERNATIONAL RELATIONS

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

LIONS ALERT

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

LIONS SERVICES FOR CHILDREN

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

PROTOCOL

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

PUBLIC RELATIONS AND LIONS INFORMATION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Business Phone _____	Mobile Phone _____	
Home Phone _____		
Fax _____		
EMail _____		

SIGHT PRESERVATION, AWARENESS AND ACTION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Business Phone _____	Mobile Phone _____	
Home Phone _____		
Fax _____		
EMail _____		

YOUTH (LIONS OPPORTUNITIES FOR YOUTH)

Home Club Name Home Club Number Member Number

First Name Middle Initial Last/Surname

Home Address

City State/Province/Country Postal/Zip Code

Billing Address

City State/Province/Country Postal/Zip Code

Business Phone Mobile Phone

Home Phone

Fax

E-Mail

Signature of Council Chairperson Date:



MULTIPLE DISTRICT OFFICERS REPORTING FORM

AND COUNCIL CHAIRPERSON BIOGRAPHICAL INFORMATION

Lion Year 20____ - 20____ Multiple District _____

Due *immediately following the multiple district annual convention or meeting to appoint council chairperson*

PLEASE PRINT OR TYPE

Council Chairperson

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Chairperson Badge Information

Companion Badge Information

First/Given Name

First/Given Name

Last/Family Name

Last/Family Name

If you want your council chairperson badge or companion badge made any differently than listed above, or if you want additional copies, please contact Club Supplies at clubsupplies@lionsclubs.org to purchase.

Companion designation – Please choose ONE:
 Spouse of Partner of
 Companion of Partner in Service of
 Husband of Son of
 Wife of Daughter of

We reserve the right to abbreviate due to space limitations.

Vital and Directory Listing

Do you want your companion's name listed with you in the Vital and Directory?

- Yes
- No

Please send to:
Lions Clubs International
English Language Department
300 West 22nd Street
Oak Brook, IL 60523-8842, USA
Email: englishlanguage@lionsclubs.org
Fax: 630-706-9273

Billing Address: _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Please send to:

Lions Clubs International

English Language Department

300 West 22nd Street

Oak Brook, IL 60523-8842, USA

Email: englishlanguage@lionsclubs.org

Fax: 630-706-9273

Signature: _____ Date: _____

Council Chairperson

Your Council of Governors

The Council of Governors is the governing body of the multiple district and, as defined below, provides administrative support for the multiple district and is subject to the International Constitution and Board Policy.

INTERNATIONAL CONSTITUTION AND BY-LAWS

As noted in the International Constitution and By-Laws, Article VIII, District Organization: The Council of Governors is defined as follows:

COUNCIL OF GOVERNORS

The governors of districts, except as herein provided, shall in each multiple district, constitute a Council of Governors. The Council of Governors shall also include one past district governor who shall serve as council chairperson and, at the option of the Multiple District Constitution and By-laws, may include one or more immediate past district governor provided that the total number of past district governors, including the council chairperson, shall not exceed one-half (1/2) the number of district governors. Each member of the Council of Governors, including the council chairperson, shall have one (1) vote on each question requiring action of the council of governors. A Council of Governors may also include past and present international presidents, international vice-presidents, and past and present international directors of the association as advisory, but non-voting members. The council chairperson, selected or elected as provided in the respective multiple district constitution and by-laws, shall be a past district governor when he/she takes office. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS POWERS

Subject to the provisions of the Constitution and the By-Laws, and the Board Policy of the International Board of Directors, each Council of Governors shall supervise the administration of all multiple district affairs, and may choose such officers, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided in its respective multiple district constitution.

Responsibilities of the Council of Governors as noted in the Article VI of the *Standard Form Multiple District Constitution*:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
- (b) Have management and control over the property, business and funds of the multiple district;
- (c) Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
- (d) Have original jurisdiction, when authorized under policy of the International board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by the International Board of Directors;

(e) Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

Additional responsibilities of the Council of Governors as noted in article III of the *Standard Form Multiple District By-Laws*:

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary-treasurer.

OFFICERS OF THE COUNCIL

Your Multiple District Constitution and By-laws should specify the officers of the council, which usually include the council chairperson, a vice-chairperson, a secretary and treasurer and other officers as the council of governors deem necessary. In general, these officers are elected annually by the council of governors. However, in some cases the council chairperson is elected by delegates during a multiple district convention.

Your Multiple District Constitution and By-Laws should also specify the removal process in cases were the Council Chairperson should be replaced. The standard form Multiple District Constitution and Bylaws provision for removal states that the members of the Council of Governors, other than a District Governor, may be removed for cause by an affirmative vote of two-thirds (2/3) of the entire number of the Council of Governors. If this provision is not included in your Multiple District document, the Standard form provision would apply.

MULTIPLE DISTRICT COUNCIL CHAIRPERSON

It is required that the selected council chairperson be a past district governor when he/she takes office and it is recommended that the council choose an individual who has recently served as district governor and able to objectively serve the needs of the multiple district. For this reason spouses or close relatives of the district governors should be discouraged from taking the position.

Unless the multiple district constitution and bylaws outlines a different procedure, the council chairperson should be selected during a meeting of the district governors of the multiple district who will be in office during the term of the council chairperson. This meeting should take place after the multiple district annual convention, but no later than 30 days following the closing of the International Convention.

The following can be found in Article III of the *Standard Multiple District By-laws* are as follows:

MULTIPLE DISTRICT COUNCIL CHAIRPERSON. The Multiple District Council chairperson shall be the coordinator of the multiple district and shall act on behalf and upon delegation from the Council of Governors. His or her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Provide leadership, direction, and initiative for international and multiple district programs, goals, and long range planning.

- (c) Create and foster harmony and unity among sub-districts, and assist district governors with solving issues.
- (d) Chair over the multiple district convention and all meetings of the Council of Governors.
- (e) Submit reports and perform such duties as may be required by the multiple district constitution and bylaws.
- (f) Perform other such administrative duties as may be assigned by the Council of Governors.
- (g) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.

MULTIPLE DISTRICT COUNCIL SECRETARY-TREASURER. Under the supervision and direction of the Council of Governors, the council secretary-treasurer shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.
- (b) Assist the Council of Governors in conducting the business of the district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors.
- (c) Receive and give proper receipts for all dues and taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member.
- (d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- (f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.
- (g) In the event that separate offices of council secretary and council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.

Additional information concerning committee appointments, multiple district convention procedures, multiple district dispute resolution procedures and endorsement policies and explained in more detail in the Standard Form Multiple District Constitution and Bylaws.

The Council of Governors has the authority to revise the Multiple District Constitution and By-laws in accordance with the relevant amendment procedures as outlined in the Multiple District's Constitution and By-laws. In cases when no provision exists in the current Multiple District's Constitution and By-Laws, the Standard Form Multiple District Constitution and Bylaws would prevail.



We Serve

The International Association of Lions Clubs

300 W. 22nd Street
Oak Brook, IL 60523-8842, USA

Phone: (630) 571-5466

Fax: (630) 571-1693

E-mail: englishlanguage@lionsclubs.org

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