

POLICY and PROCEDURES MANUAL

SINGLE DISTRICT 10

2007 – 2008



Revised July 2011

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Statement of Purpose: The purpose of this Manual is to provide guidelines to the Officers, Members of the District cabinet and Committee Chairs to assist them in the performance of their duties. This manual is to be considered a work in progress. Periodic additions and corrections are encouraged to assist future Cabinets.

Distribution of Manual: The Manual will be made available to all Lions and club officers on the District 10 website for download and copying. It will be modified by the Constitution and Bylaws Committee upon request of the Governor during his/her year. Updated pages and printed copies will also be distributed at the changeover meeting for incoming cabinet members for review and adoption. Cabinet members are expected to save their old copies and bring them to the changeover meeting if accepting reassignment.

Voting Members of the Cabinet: The following are considered valid voting members of the Cabinet: District Governor; Vice District Governor; Immediate Past District Governor; Cabinet Secretary, Cabinet Treasurer; Zone Chairs; Committee Chairs; and Region Chairs.

Duties and Responsibilities: The Constitution and Bylaws of District 10 mandate the duties of Cabinet members as follows:

Bylaws page

District Governor	Article IV, Sec. 1.	p. 11&12
Vice District Governor	Article IV, Sec. 2.	p. 12
Cabinet Secretary – Treasurer	Article IV, Sec. 3.	p. 13&14
Region Chairs (if used)	Article IV, Sec. 4.	p. 14&15
Zone Chairs	Article IV, Sec. 5.	p. 15&16
Cabinet	Article IV, Sec. 6.	p. 16

The additional duties (not included in the District Constitution and Bylaws) of Sergeant-at-Arms and Committees will be found in the Committee section of this manual.

The Policy manual defines additional duties (not included in the District Constitution and Bylaws) for the District Officers, the Cabinet Secretary and the Cabinet Treasurer.

Membership Dues

Each Lions Club in District 10 pays membership dues directly to the District and Lions Clubs International. The dues are used for a number of purposes, all of which contribute to the continuation of Lionism throughout the world. The dues are:

Lions Clubs International (paid semi-annually on a per capita basis by the club treasurer to Lions International): 2007-2008: \$39.00 annually (\$19.00 for spouse of a member)

District 10 (paid semi-annually on a per capita basis by the club treasurer to the District 10 Treasurer: 2007-2008: \$12.00 annually

Lions of Michigan (paid semiannually by the District to the Lions of Michigan on a per capita basis):

- \$ 2.13 (Administration)
- \$.25 (Restricted Fund)
- \$.20 (International Convention)
- \$ 2.58 Total state dues

Additional Duties of the Cabinet Secretary:

1. Maintain a library of the Constitution and Bylaws of Lions International and District 10, the Policy Manual and such other reference materials as requested by the Governor and/or Cabinet.
2. Prepare and mail/e-mail meeting notices to all Cabinet members three weeks prior to the meeting. Said notice will include the meeting date, time and location, as well as a reminder to carpool with other members, if possible.
3. Distribute a sign-in sheet to attending Cabinet members.
4. Prepare minutes of each Cabinet meeting, including the pre-convention Cabinet meeting as well as the Annual Convention (in the event of absence of the MD-11 Executive Secretary, or an alternate, at said convention. The completed minutes are submitted to the District Governor for edit/approval. Copies of the approved minutes are to be mailed to The Lions state Secretary and Lions International within ten (10) days of each meeting. Copies shall be made for all Cabinet members.
5. Assist the District Governor and Cabinet in the conduct of the District's business. The Cabinet Secretary may perform additional duties as assigned by the District Governor and/or the Cabinet.

Additional Duties of the Cabinet Treasurer:

1. **Obtain a position bond** as prescribed on page 13 of the Bylaws, Article IV, Sec. 3(7).
2. **Follow audit guidelines** as provided for on page 13 of the Bylaws, Article IV, Sec. 3(6).
3. **Submit a proposed District budget** at the final Cabinet meeting and at the Business session of the Annual Convention. The budget shall contain a recommendation for a dues increase, if needed, for consideration and approval. Notification of any proposed dues increase must be sent by the Cabinet Treasurer to all clubs no later than 30 days prior to the Annual Convention.
4. **Maintain up-to-date financial records.**
5. **Maintain District savings and checking accounts.** The checking account balance should be equal to the minimum balance necessary to avoid service charges plus monies to cover any amounts disbursed. All other monies should remain in the savings account. The Cabinet may approve other savings methods, such as short-term notes, to gain higher revenue on savings.
6. **Prepare a cash journal**, or equivalent, for all cash receipts and approved disbursements. Each checking account entry must contain a check number and each canceled check must be accompanied by a receipt or invoice. The journal must be reconciled monthly with the financial institution's statements.
7. **Prepare semi-annual dues statements** for each club in the District in July and January. The specific of the dues is based on the budget approved at the Annual Convention.
8. **Pay Lions of Michigan dues** upon receipt of semi-annual invoices.
9. **Prepare and present a financial report** at each Cabinet meeting.
10. **Provide expense sheets** for all Cabinet members. All expense sheets and checks must be signed by the Treasurer and District Governor prior to payment.
11. **Monitor the inventory and accounting**, with the Trading Pin Chair, of the trading pins purchased and sold.
12. **Assist the District Governor and Cabinet** in conducting the business of the District and perform other duties as assigned by them.

**I. The Role of Committees within Single District 10:
Committees serve multiple purposes within the District.**

- A. As the representative of both the Governor and the District, committees consider and make recommendations to the Governor/District on issues, project requests, and fiscal activities.
- B. The Committee serves as the liaison between the Service Project and the District and is responsible for all communications between the District and the Service Project Administration.
- C. As the representative of the Service Project within Single District 10, the committee deliberates all requests, concerns, and issues the Service Agency presents and reports these issues, concerns or requests directly to the Governor and the cabinet.
- D. Serves as the coordinating group for all financial requests and distributions for the Service Project

II. The Role of the Committee Chairperson:

- A. The chair is responsible to recommend appointments to positions on the committee as directed by the District and the District Governor.
 - 1. Geographic representation is an important aspect of seeking committee members to serve. The chair is responsible to identify a new committee member who has no committee experience so as to broaden the experience base of committee membership.
 - 2. The chair is responsible to orient committee members and assure that such members understand the function of the committee and the service duties assigned to the committee.
 - 3. The chair arranges for regular meetings either by phone, email, or face to face in a common meeting place
 - 4. The chair also reports directly to the service project board or executive director regarding fiscal contributions or service activities involving the service project.
 - 5. The chair is responsible to submit a budget request for the next fiscal year to the Cabinet Treasurer, District Governor, and those deemed appropriate by the District Governor.
 - a. This budget request must be submitted by the date set by the District Governor and Treasurer for the committee to have funds for the upcoming year.
 - b. Budget requests must document purpose and need for requested dollars.

III. Appointments to Committees

- A. All appointees must be a Lion in good standing in Single District 10
- B. All terms are for one (1) year unless otherwise indicated in the following specified committee descriptions
- C. The seated governor of Single District 10 makes all appointments to committees for the appointment year.
- D. The seated SD 10 Governor determines the number of members on a committee.
- E. The seated SD 10 Governor appoints all committee chairs for a one-year term unless otherwise directed by LCI.

IV. Single District 10 Committees:

A. All State Band: This committee works to ensure that the youth of SD 10 have opportunity to participate in the Band. The committee also coordinates fundraising and other activities to assure the success of SD 10 participants in the Band.

B. Bay Cliff Health Camp: This committee serves to coordinate all SD 10 activities relative to supporting the children who attend Bay Cliff Health Camp by working to ensure the success of the camp

C. Constitution, Bylaws. And Rules of Procedure

1. This committee receives all recommendations submitted for possible changes to the present Constitution and Bylaws of SD 10.
2. All recommendations must be in resolution form and submitted by either the cabinet or a Lions Club.
3. Committee members will preview the resolution, write in proper form, and make a recommendation to the Cabinet.
4. The committee shall be responsible for editing and presenting the Policy Manual to the Cabinet for distribution.
5. The Chair serves as the Parliamentarian to the Annual Convention and presents the Rules of Order to the Annual Convention.

D. Convention:

1. Purpose: This committee ensures the participation of district members and delegates to the annual district convention
2. Appointment: The club host committee proposes a chair and alternative to the seated governor for appointment as Convention Chair. The District Governor may appoint additional members as needed.
3. Function: The club host committee plans, prepares for, and implements all convention activities.

E. Credentials Committee: Appointed by the seated District Governor prior to convention, this committee reviews all candidates for office and assures that each candidate meets the respective criteria to hold that office. (Refer to Article I Section 6)

F. Cultural and Community Activities: This committee encourages Lions to take an active interest in the civic, cultural, social and moral welfare of the community.

G. Diabetes Outreach Committee

1. The diabetes committee promotes a consciousness among clubs in the SD 10 regarding the serious nature of diabetes and related problem areas.
2. The committee works to inform clubs of programs in existence in their areas, which may need assistance such as the Lions Eye Health Program.
3. The committee seeks to support individuals with diabetes in SD 10 to insure prevention of blindness and glaucoma, which are leading complications of diabetes in the District.

H. Elections: The Elections Committee executes District Bylaws Article III, Sections 2, 3, 4 to elect the District Governor and Vice District Governors, and oversees the election of Trustees to the LOMSF using their criteria for election. The committee chair reports election results at the Business meeting of SD 10 convention.

I. Environmental: This committee promotes clean air and water by creating and implementing public relations programs. Members encourage clean up projects and recycling programs within district communities.

J. Hearing, Speech and Working with the Deaf: This committee develops programs at the club level to address problems of this nature and encourages participation from District club members to define areas of concern and assist in program implementation.

K. International Cooperation and Understanding: This committee promotes a feeling of the international scope of Lionism within SD 10.

L. International Convention Committee: serves as liaison to MD 11 Convention Committee to prepare for the International Convention.

M. Information Technology: Committee develops and maintains the SD 10 website.

N. Leader Dog: This committee strives to continue the strong support traditional given to this Michigan project.

O. Liaison: This committee is a joint committee formed by SD 10 and MD 11 to represent the State of Michigan regarding international issues and political matters. The committee members serve at the discretion of the State Joint Meeting of Governors.

P. Library for the Blind and Handicapped: This committee encourages participation by Lions Clubs in supporting the Library for the Blind and Handicapped, a major focus of Lionism.

Q. Liberty Day Committee: The purpose of this committee is to promote better understanding of the United States Constitution and the Declaration of Independence in our schools. The seated Governor appoints the chair for a one-year term. It is the chair's responsibility to request that Lions clubs appoint club coordinators to assist in the promotion of the purpose. Local clubs assist by seeking resolutions, proclamations, and other similar official declarations from local government and officials.

R. Lions Clubs International Foundation (LCIF): This committee tells the story of Lions Clubs International Foundation and the great humanitarian work, past and present, throughout the world. The clubs within SD 10 are encouraged to support the work of LCIF. The term of Office is three (3) years, which may be renewed for one additional term.

S. Lions of MI Service Foundation (LOMSF): LOMSF is a non-profit entity that seeks to meet the needs of the citizens of the State of Michigan.

1. Responsibilities of LOMSF Trustees:

- a. Trustees participate in decision-making and dissemination of information to SD 10 Lions Clubs.
 - b. Trustees serve SD 10 needs by processing applications for assistance and representing the applicants at LOMSF meetings.
2. Qualifications for Election as a Trustee
- a. One SD 10 Lion in good standing is elected at the convention each year and serves a two (2) year term. (The two trustees serve on an alternating year basis.)
 - b. Candidates must be an active member in good standing in SD 10 and meet any other conditions for service as a trustee required in the LOMSF Bylaws.
 - c. Candidates must have served as president or secretary of a Lions club for a full term or major portion thereof or as a member of the Board of Directors of a Lions Club for no less than three (3) years.
 - d. Candidates must file a letter of intention to run with the Nomination Committee Chair prior to Nomination Committee Report at the District convention.

T. Lions Student Scholarship Fund: The committee exists to award scholarship(s) to worthy SD 10 students to enable them to secure financial assistance to further their educational training beyond high school graduation. The fiscal source of these scholarships is through an established fund through which voluntary contributions from Lions Clubs, and private or individual contributions.

U. Long Range Planning

- 1. Purpose: the committee in cooperation with other Cabinet Committees, as requested by the Cabinet, will examine the current condition of the District and, where problems of declining membership, financial status, or similar negative issues that affect the future of the District are present; make recommendations to the Cabinet for consideration and possible action. The District Governor may also assign the committee additional specific tasks.
- 2. Membership: The committee shall be composed of three (3) Past District Governors and two (2) lions who are not Past District Governors. The members should be representative of the District geographically.
- 3. Term of Service: Each Past District Governor who is appointed shall serve for three (3) years and may be reappointed. Lions who are not Past District Governors shall be appointed for two (2) year terms and, if still qualified may be reappointed. One Past District Governor and one Lion appointee shall be appointed or reappointed each year with a maximum of two terms.

V. SD10 MERL:

- 1. The purpose of this committee is to develop and implement avenues (methods) to increase district growth through membership growth, retention of members, and development of new clubs. The committee is to promote the development of leadership potential within the District.

2. **Appointment of members:** Appointment is made by the seated governor for a 3-year term. Component chair terms are staggered so that only one component is replaced each year.
3. Appointment of chair three-year term
4. MERL Components
 - a. Membership: Advance Lionism in the district by increasing membership of existing clubs. Works with individual club whose membership is less than 20.
 - b. Extension: Responsible to extend Lionism through the development of new clubs.
 - c. Retention: Promote retention at club levels and assist district club membership chairs to set goals and develop programs to support the retention of current members.
 - d. Leadership: Works with the District governor to ensure that club presidents, secretaries, treasurers, region and zone chairs are trained for their duties and responsibilities. Coordinate training seminars and other methods to promote and develop leadership skills among the lions of SD 10.

W. Michigan Eye Bank and Transplantation Center (MEBTC)

1. Purpose: The Midwest Eye Banks, of which the Michigan Eye Bank is a part, is dedicated to the improvement of well-being through tissue procurement and processing with emphasis on the restoration of sight.
2. Duties: The SD-10 Chairman of the Eye Bank Committee serves as a director on the Eye Bank Board and is required to attend all duly called board meetings and to vote on all matters before the board. Additional duties include the disbursement of information about the eye bank operation to encourage each club to support the METC with contributions of money, and to distribute to Lions and the public, information pertaining to the donations of corneas and/or organs.
3. Membership Qualifications: Any SD-10 lion in good standing may be recommended by the SD-10 Governor to serve on the Midwest Eye-Banks Board of Directors.
4. Terms of Service: The appointee will serve for a three (3) year term and is limited to two (2) consecutive three- year terms.

X. Nominations Committee::

1. The Nominations Committee follows and executes District Bylaws, Article III, Section 1. It is important that the committee provide all clubs notice of deadlines for nomination and appropriate mechanisms for making a timely nomination. In addition, the committee oversees nominations for the LOMSF Trustee election under the Bylaws of the LOMSF.
2. Membership is dictated by District bylaws, Article III

Y. Northwoods Airlifeline:

1. This committee serves on the Northwoods Air Lifeline Board of Directors and coordinates supportive Lionistic activities within SD 10.

2. This committee also coordinates the education and training of club coordinators for assisting in arranging flights.

3. Term of Office: three-year term appointments with the potential to be reappointed for an additional term.

Z. Youth Outreach/Exchange/Leo Clubs: The committee is responsible for the promotion of programs in SD 10, which enhance the development of youth, and prevention of inappropriate drug use.

1. Youth Exchange enhances the opportunity for youth to share the culture of SD 10 both internationally through supporting exchange students and programs that provide opportunity for youth development in SD 10.

2. Leo Clubs: Provides opportunities for service and leadership development

AA. Peace Poster Committee: This committee encourages club participation in the International Peace Poster Contest, coordinates the SD 10 poster judging with the District Governor, provides for publicity, and arranges district awards.

BB. Project KidSight: This committee is responsible to develop the KidSight Program to screen preschool children for visual defects and refer them for treatment.

CC. Public Relations: This committee works to increase the publicity of Lionism at the District and Club level by providing educational packets for club members. This committee also submits public relations articles regarding Lionism at both club and district levels.

DD. Sergeant at Arms: This individual is appointed at the discretion of the seated Governor and enforces Robert's Rules of Order to maintain order and decorum. Please refer to District Bylaws Article VII Section 7.

EE. Sight Conservation and Work with Blind: This committee is focused on the integration of blind persons into society with respect for their human dignity, rights and potential. Common activities include presentations to clubs, public awareness campaigns, focus on blindness prevention, and work with the blind in mobility training, rehabilitation programs, and social and recreational activities.

EE. Single District 10 Magazine: This committee is responsible for the creation, production, editing, execution, and fiscal responsibility for the SD 10 Magazine.

GG. Special District 10 Projects

1. At any time a seated governor may appoint a special committee to make recommendations regarding issues or projects pertinent to District 10.

2. The committee will make recommendations to the Governor and Cabinet for further action.

HH. Sports Committee: This committee promotes harmony within the District through sporting events

II. Teaching Family Homes: This committee encourages participation by Lions Clubs in supporting Teaching Family Homes, which has a major focus on disadvantaged youth in SD 10. Assisting youth within the district is a major focus of Lionism.

JJ. Trading Pins: This committee is responsible for the design and sale of the SD 10 Trading Pin.

1. The committee is responsible to design a pin to represent the District. Pins are designed each year through consultation with the incoming and seated governors.
2. The sale price of the pin is to be high enough to cover the cost of the pin from the manufacturer and cover the loss of revenue from the 25 pins given free to the District Governor.
3. The Committee Chair is responsible for a mailing list of prospective purchasers in other districts and locations.
4. The chair shall oversee pin sales and maintenance of surplus pins within the District in coordination with the SD 10 Treasurer.

KK. White Cane Committee: This committee promotes the purpose, sale, and use of white cane materials at the District and club level. It also works to educate SD 10 members and the public about white cane laws.

LL. Welcome Home for the Blind: This committee promotes Welcome Homes Residential Services. It provides the media and Lions Clubs with information through news releases and club programs about Welcome Homes activities.

MM: Zone MERL Advisory Committee:

1. The purpose of this committee within each zone is to:
 - a. advise the zone chair and the District Governor regarding issues and difficulties within the zone.
 - b. develop and implement avenues (methods) to increase zone growth through membership growth, retention of members, and development of new clubs.
 - c. promote the development of leadership potential within the zone .
2. Appointment of members: Appointment is made by the zone chair when a 3-year term expires. Component chair terms are staggered so that only one component is replaced each year.
3. Appointment of chair: three-year term
4. MERL Components
 - a. Membership: Assists the District Membership Chair to increase membership within the zone; works with clubs to plan for membership growth; focuses on clubs with decreasing membership and works with individual clubs whose membership is less than 20 members.
 - b. Extension: Works with the District Extension Chair to extend Lionism through the development of new clubs within the zone.

- c. Retention: Promote retention within the zone by assisting zone clubs to focus on retention of members.
- d. Leadership: Works with the zone clubs to ensure that leadership potential within the zone is encouraged and developed. Assists with orientation and training of club presidents, secretaries, treasurers to assure that their duties and responsibilities are carried out. Works with the District Leadership Chair to coordinate training seminars and other methods to promote and develop leadership skills within the zone.

AWARDS CRITERIA

Distinguished Service Award

- I. Conditions for the Award
 - A. This award is designed to honor PID Friendewey and Lion Weber by recognizing continuous and outstanding serve for three or more years at the club and district level through two or more of the listed activities in Section II
 - B. This award is given to an individual only once
 - C. The maximum number of awards to be given each year is one, but if there are no deserving candidates or nominations, then there will be no award given that year
 - D. No pool of applications shall be maintained. New nominations will be accepted each year.
- II. Qualifications to earn the Distinguished Service Award
 - A. Nominee must be a Lion in good standing with District 10
 - B. Nominee has not served in a leadership position above that of cabinet member
 - C. Has performed continuous and outstanding Lionistic service at the club or district level for a five-year period through two or more of the following:
 - 1. Served as a primary leader for a community project directed through one of the objectives of Lionism at the district level involving 60% or more of the clubs holding membership in District 10.
 - 2. Effectively worked to increase the membership of individual clubs and the total membership of the District through membership and retention activities.
 - 3. Served as a guiding or rebuilding Lion leading to that club's successful function within the district
 - 4. Is recognized by others for his/her unselfish, significant, and continuous contributions to the club, community, or district through Lionism
 - 5. Has an outstanding humanitarian achievement(s) directly related to Lionism
 - 6. Demonstrates outstanding Lionistic achievement(s) at the District level
 - 7. Outstanding Lionistic achievement at the club level
 - 8. Contributes to the development and leadership skills of fellow lions through role modeling, educational functions, or mentorship.
 - 9. Consistently completed duties assigned by the Cabinet and District Governor with the good of the District as a personal goal

III. Selection Process

- A. The award committee shall be composed of the Immediate Past District Governor, Vice District Governor, and District Governor.
- B. Each club may make one nomination
- C. All nominations shall be destroyed once an awardee is chosen. Clubs may resubmit nominations in following years.
- D. The provided forms must be postmarked by the due date and mailed to the Cabinet Secretary
- E. The Cabinet Secretary will assign a code to each submitted form and provide a list of the names and codes in a sealed envelope to the District Governor
- F. Names and codes shall not be disclosed to committee members until after the awardee has been determined. Each committee member shall have a copy of the nomination form with the code and no name attached.
- G. Committee members shall review each nomination, voting until the awardee is decided.
- H. Secrecy will be maintained until the award is presented.

IV. Time Frame

- A. All nominations must be submitted to the Cabinet Secretary by February 1 each year. If February first falls on a Sunday, then the next Monday shall be the due date.
- B. The committee will review nominations prior to March 10 of each year
- C. The award will be presented at the convention during the banquet.

V. The Award

- A. The award shall be a medallion, which may be ordered at least 60 days prior to convention through the Lions of Michigan State Office.

RALPH M. SHEEHAN DISTINGUISHED SERVICE AWARD

Single District 10

- I. Qualifications to earn the Ralph M. Sheehan Distinguished Service Award:
 - A. Nominee must be a Lion in good standing with S-D 10.
 - B. Nominee must have accomplished one or more of the following requirements:
 - 1. Performed an outstanding Lionistic Achievement at the State, District, or Cabinet Level.
 - 2. Had an outstanding record on a State, District, or Cabinet Committee and contributed significantly toward the success of that committee.
 - 3. Made an outstanding contribution to Lionism at the Club Level.
 - 4. Performed some outstanding humanitarian achievement-not necessarily related to Lionism.
- II. A Lion may only receive this award once. Only one award will be given each year, however, the award need not necessarily be given every year.

III. Procedure by which a Lion is selected for the Ralph M. Sheehan Distinguished Service Award.

A. Nominations:

1. Each club may submit only one nominee per year.
2. A nomination must be made on the provided form.
3. No letters accompanying nominations will be read, only the form will be reviewed by the selection committee.
4. The completed form must be postmarked no later than March 15, 2005.

B. Committee:

1. The Distinguished Service Award Committee shall consist of the District Governor, Vice-District Governor, Immediate Past District Governor, (IMPD) & IMPD once removed
2. The IMPD once removed serves as Chairperson (C-P) and is a nonvoting member of the committee.
3. No member of this committee shall submit nominees or influence in any way the submission of nominees for this award.

C. Selection Process:

1. The C-P assigns a coded identification number to each candidate beginning as the year and number indicating the order in which the new nominations were received, (i.e. first nomination in 2005 would be 05-01, the second 05-02 and so on).
2. The C-P reads aloud the submitted nominee achievements to the committee which then selects, by coded number, the nominee they believe to be the most worthy of this distinguished award.
3. Consecutive ballots will occur until only the three nominees with the highest ballots are left. The C-P then identifies the nominees to the committee for the final selection.

IV. Chairperson Duties

A. Responsible for ordering the award.

1. Order plaque from LCI Club Supplies, \$ must accompany order Item G568-R

2. Order Medal from State Office (Mary)

B. Keep all the information confidential until the presentation occurs at the Single District Convention.

V. Immediate Past District Governor will present award at convention.

DOCUMENTS SECTION

This section of the Policy manual contains sample forms, letters and similar items, including a section of convention procedures that have proven helpful to past committee chairs and officers. They are included only for institutional relevance and history - not as mandates.

RALPH M. SHEEHAN DISTINGUISHED SERVICE AWARD

SINGLE DISTRICT 10 FORM

CLUB NAME _____ Identifying # _____

(Do not fill in number!)

NOMINEE FOR THE AWARD _____

Identifying # _____

(Do not fill in number!)

RALPH M. SHEEHAN DISTINGUISHED SERVICE AWARD NOMINEE

QUALIFICATIONS: (Please do not use candidate's name.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

***Please add additional numbers if necessary.**



(Your name), Chairperson

RALPH M. SHEEHAN COMMITTEE

We Serve

Lions Clubs International

(street address)

(City, State, Zip code)

TO: SINGLE DISTRICT 10 SECRETARIES
 FROM: (Your name), IPDG
 RE: RALPH M. SHEEHAN AWARD for (insert year)
 DATE:

It is the time of the year to look over the members of your club and nominate one who truly lives the motto of Lionism, "WE SERVE" for the Ralph M. Sheehan Service Award.

Enclosed are the following memos:

- Requirements for nominating the Ralph M. Sheehan Distinguished Service Award and procedure for selecting a candidate for the Ralph M. Sheehan Service Award.
- A nomination form to be completed by the club secretary or president and returned to the Ralph M. Sheehan Committee Chairperson.

Candidates who have been nominated will be considered for a five year period. If your club has submitted the name of a candidate within the past four (4) years, that candidate will be reconsidered again this year and so forth. After (5) five years, if the candidate has not been selected for the award, his or her name is removed from further consideration.

The nomination form is a listing of accomplishments of the nominees. Letters of nomination will not be read. Only lists of achievements and accomplishments will be presented to the selection committee.

Please keep the name of your nominee and the information submitted confidential.

All completed forms must be returned to me, as Chairperson, No Later than (insert date).

The awardee will be announced at the Saturday Night Banquet April 30 at the Single District 10 Convention to be held at Iron Mountain-Kingsford.

Thank You for your cooperation. Please give this prestigious award nomination your prompt consideration. If you have any questions or concerns, please do not hesitate to contact me by phone, (your telephone number), e-mail, (your address), or mail (your address).

NOMINATION FORM FOR THIS DISTINGUISHED AWARD IS TO BE MAILED BY (date) to IPDG (Your name, address, Zip code)

Single District 10 is now seeking Qualified Candidates to Run For Vice District Governor

There is a need to elect a qualified member of Single District 10 to the Office of Vice- District Governor. Interested lions may review the Constitution and Bylaws of Lions International and the Policy and Procedure Manual of Single District 10. This is a one-year term leading to the position of District Governor.

To be a candidate in Single District 10, Lions must meet the eligibility criteria of Lions International.

Eligibility requires that the candidate:

- a. **Be an active member of a Lions Club in good standing in this district; and**
- b. **have served or will have served at the time he/she takes office as vice-district governor:**
 1. **As President of a Lions Club for a full term or a major portion thereof; and**
 2. **As a Member of the District Cabinet for a full term or a major term thereof.**
 3. **With none of the above being accomplished concurrently.**

Interested lions must send a letter of intent with documented credentials to the Chair of the Nominating Committee no later than 30 days prior to the first day of the District 10 Convention.

Governor's Invitation
For Candidates to Run For
A Position as Trustee on the Board of
The Lions of Michigan Service Foundation

There is a need to elect a qualified member of Single District 10 for appointment as a trustee on the Lions of Michigan Service Foundation Board of Directors. The elected trustee will serve a two-year term on the Board. Terms are alternating with one member elected on odd years and one member elected on even years. Trustees may not serve more than two consecutive terms of office.

Interested lions may review the Constitution and Bylaws of the Michigan Service Foundation by contacting a currently elected trustee from the District, the District Governor, or the chair of the District 10 nominating committee. In addition, prospective candidates are encouraged to review the Policy and Procedure Manual of Single district 10 and the District Bylaws of Lions International.

To be a candidate in Single District 10, Lions must meet the eligibility criteria of the Foundation. Eligibility requires that the candidate:

- a. **Be an active member of a Lions Club in good standing in this District, and**
- b. **Have served as President or Secretary of a Lions Club for a full term or a major portion thereof or as a member of the Board of Directors of a Lions Club for no less than three (3) years.**

Interested lions must send a letter of intent with documented credentials and Club Nomination to the Chair of the Nominating Committee no later than 30 days prior to the first day of the District 10 Convention.

[Lions of Michigan Service Foundation Constitution and Bylaws]

Single District 10 is now seeking

Application by Clubs or Groups of Clubs to

Serve as Host Clubs for District 10 Conventions

There is a need to elect a qualified club(s) of Single District 10 to serve as District 10 Convention hosts. Interested clubs or groups of clubs may review the District Constitution and Bylaws of Lions International and the Policy and Procedure Manual of Single District 10.

To be a convention host in Single District 10, club(s) must demonstrate their ability to organize convention events with adequate resources. Adequate resources include the ability to:

- a. **Plan a convention in a frugal and fiscally responsible manner**
- b. **Provide housing for traveling lions members**
- c. **Provide meeting rooms in a convenient configuration to facilitate the district convention**
- d. **Provide adequate parking/transportation for convention activities**
- e. **Demonstrate adequate meal and refreshment capabilities**
- f. **Plan and provide for the needs of spouses, significant others, and visitors.**

Interested clubs must present a documented convention proposal with the above information to the seated governor no later than 30 days prior to the first day of the District 10 Convention. Members of the district cabinet will be appointed by the seated governor and vice district governor to review the site and proposal prior to presentation to the House of Delegates at convention for election. Proposals are considered one full year prior to the convention the club(s) wishes to host.

(District Bylaws Article 1, Section 1)

RULES COMMITTEE REPORT

Order of Business: Except as herein otherwise provided, the “Order of Business” shall be in the order given in the Business Session Agenda, a copy of which has been furnished each certified delegate and alternate.

1. **Deviation from the “Order of Business”:** Deviation from the “Order of Business” as adopted by the convention shall occur only when authorized by proper motion approved by a majority of the delegates duly assembled.
2. **First “Order of Business”:** The first “Order of Business” shall be the report of the Credentials Committee. No other business shall be transacted until the Credentials Committee shall have certified the number of delegates and alternates registered at the convention.
3. **Second “Order of Business”:** The second “Order of Business” shall be the report of the Rules Committee. No other business shall be transacted until the Rules shall have been adopted.
4. **Parliamentary Procedure:** Except where otherwise herein provided, the “Newly Revised Edition of Robert’s Rules of Order” shall govern matters of Parliamentary Procedure.
5. **Quorum:** A quorum for any duly scheduled meeting shall consist one more than half of the registered delegates certified to the Convention by the Credentials Committee and present at such meetings.
6. **Resolutions:** All proposed resolutions, except amendments to the Constitution and By-Laws, shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
7. **Amendments to the Constitution and By-Laws:**
 - A. **Amendments:** Amendments to the Constitution and By-Laws shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
 - B. **Discussion:** Except as authorized by the Chair, discussion shall be limited to one principal speaker for and one principal speaker against, and three additional speakers each, pro and con. All discussion on any one amendment shall be limited to fourteen (14) minutes.
 - C. **Voting:** Any vote pertaining to amendments to the Constitution and By-Laws, or resolutions requiring a vote, shall be by show of hands, except where otherwise required by the Constitution and By-Laws of District 10 and Lions International.
9. **Limitations on Speakers:**
 - D. **Subjects Before the Convention:** Each speaker discussing any matter, including proposed amendments or resolutions requiring a vote, shall be limited to three (3) minutes. An additional three (3) minutes shall be granted by the Chair without objection from the delegates.
 - E. **Presentations:** Presentations shall be limited to the time allowed by the presiding officer.
10. **Duties of the Sergeants-At-Arms:** The Sergeants-At-Arms are authorized to enforce the rules herein set forth.
11. **Call for Nominations:** The Call for Nominations shall be made three times before a motion to close nominations is in order.
12. **Suspension of the Rules:** Suspension of the Rules may be made by a two-thirds majority vote of the delegates assembled.

Components of a District Convention

Friday	Saturday	Sunday
Cabinet Meeting (For early arrivals: golf, shopping, etc.)	Breakfast (On your own) Morning Business Meeting Awards Luncheon Partners Luncheon Afternoon Business Meeting District Elections Reception-International Guest(s) Banquet	Breakfast (On your own) PDG Meeting Necrology Closing Brunch Adjournment of Convention

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Host Club(s) Convention Chair and Committees

Once the District Convention has selected your club to host a convention, please read these procedures. If you elect to follow them, you should have a successful and enjoyable experience for your club members and all attendees.

The first task facing your club(s) is to elect a local club Convention Chair. This position will be a big job, so select someone who is not going to be over-burdened with other responsibilities as they prepare for the convention.

The following local convention committees will be needed:

<u>Committee</u>	<u>Number of Members Suggested</u>
Convention Lion Tamer(s).....	2
Awards Luncheon.....	3
Finance and Budget.....	1 or 2
Banquet.....	3
Partners Luncheon.....	3
Mix 'N Meet.....	3
Necrology.....	3
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Time Line

Dates and time of the convention should be coordinated with the Cabinet. For a successful convention, planning should begin at least a year in advance of the convention dates. The Convention Chair should schedule a coordinating meeting with all the local convention committee chairs on a regular basis (every other month) for the first six-months. For the seventh through tenth months plan to meet every two weeks and in the final two months plan on meeting every week.

Date and Time of Convention

At least one year in advance, secure needed facilities and lodging and sign all contracts. Designate a headquarters motel/hotel and ensure a block of rooms for dignitaries. Make sure there is adequate room for meetings and that a public address system is available and functional. Check on campground facilities in the event Lions/guests choose to utilize camping equipment rather than motel/hotel accommodations. Remember that all convention dates and scheduled events must be cleared with the Cabinet.

Registration Planning

- Determine place and time of registration
- Make up hospitality books, badges, programs, etc.
- Keep a total of all delegates, alternates, Lions, Lionesses, guests and a running total of attendance for each event.
- Prepare all registration forms, including certification of delegates, Necrology report and provide maps of the area with the convention events indicated.
- Mail two copies of the registration packets to each club in MD10.
- A registration table will be needed and maintained either at the convention headquarters motel/hotel and at the convention site on Saturday AM.

- During the time registrations are accepted provide space for State and District Projects to set up displays, provide coffee and rolls etc.

Registration packets: They need to be in the mail by the end of January prior to the convention. The packet should contain the following:

- A welcome letter
- Schedule of events and location
- Registration form(s)
- Certification of Delegate(s)/Alternate(s) form
- Necrology Report of local Lions Club form
- Maps of the area
- List of motels/hotels in the area. (Special rates should be negotiated with the local motels/hotels for the convention).
- Prepare raffle tickets. (Optional -- Only if your club wishes to plan for a raffle during the convention).
- Prepare hospitality books; program booklets for the Awards Luncheon, Partners Luncheon, Banquet, Necrology and Closing Brunch and any other booklets. Color coding is an attractive way to separate these various booklets. You will want to contract a printer early in the year to ensure that your printing will be ready when needed.

Booklet tips:

In the hospitality books include the following:

- Picture of the Honored Guest Speaker on the inside first page. (This and biographical information will be sent from Lions International.)
- Pictures of the District Governor and his/her Partner In Service if available.
- A list of the Cabinet and Officers.
- A schedule of convention events.
- A list of all Past District Governors and Council Chairpersons.
- A list of District 10 Committee Chairpersons.
- Secure as many paid advertisements for the hospitality book as possible to help defray the cost of printing.
- Luncheon tickets may be inserted in the hospitality books on perforated pages. If this is done unpaid tickets may be removed prior to issuing the book.

Identity Badges:

As attendees register, indicate who the delegates/alternates/guests are on the badge by using a red (delegate) star, or a blue (alternate) star. A guest badge would not have a star of any color. It is important to keep a list of who is in attendance and their voting status.

Delegate/Alternate/Guest Badges:

Arrange for badges that clearly identify each person, their home club and voting status.

Computer:

The best way to keep track of registration is by computer. Lion Jim Gardner of the Iron Mountain-Kingsford Lions Club has the software program and it can be made available for your club to use for the convention.

International Guest: Someone is needed to transport and care for the International guest (speaker). The host and hostess will be the first to represent the club and Multiple District to the guest(s) and should be available to provide all transportation needed to and from meeting sites and from and to the airport. It is recommended that this couple be a Past District Governor or Past International Director if possible. When International provides information on the speaker, please pay special attention to any special needs that are listed, including handicap conditions. It is in order to provide a nice gift for their room such as flowers, candy, liquor, mix, wine, etc. The information provided will give some idea as to their likes and dislikes.

A gift for both the honored guest and their spouse to be presented at the Banquet is appropriate. A list will be included in the information of what not to buy as a gift. Keep in mind that if our guest speaker is an International Director, he/she may do a lot of traveling and if the gift is too large you may have to mail to their home. Gift costs should be around \$50-\$75 each.

Banners:

There is a Parade of Banners, traditionally, immediately prior to the Banquet. Clubs should be encouraged to participate. There are also decorative Lions banners, bunting and American flags available from the previous convention for display (some of this material may need to be cleaned before use).

Correspondence:

Write letters to any special guests you are planning to have speak at events, keep in mind, whoever you invite to speak or entertain, eats free, i.e., plan your budget carefully. It is best to give copies of the schedule of events to the motels/hotels that will house attendees; the extras will be available for guests who lose their personal copy. The schedule of events may assist the motel/hotel to locate attendees.

Important Reminders: All areas where events are being held, and especially where meals are being served, should be smoke-free. When securing a facility, make sure they have sufficient rooms available for displays, meetings and any training classes that are being planned. District Governors will be consulted concerning their requirements for rooms. The room used for the Mix 'N Meet, the Banquet and the Necrology/Closing Brunch should be able to seat 300. While it is acceptable for the Partners Luncheon to be in another location, the Awards Luncheon should be near the site of the afternoon business session. Time reserved for transporting 300 folks between sites should be kept to a bare minimum.

Plan to visit the convention site at least twice during the year of preparation, to check on rooms, meeting areas, food quality and service, any adjustments that come up and verify prices. Invite the Vice District Governor and District Governor to visit the site with you. It is important to remind all involved that this event is District Convention not a club convention.

Ways to cut expenses in setting up the convention involve enlisting a club member(s) with access to a personal computer(s); finding persons who willing to do gratis typing, and those who are willing to help to prepare mailings.

The single largest preparation cost will be the printing aspect. When you are contracting for the facility, look for a printer who will give you a good deal on the needed materials and a firm delivery date. (Remember, your printer will need lead time to accomplish your projects, so be sure to submit copy when agreed upon in order to assure prompt delivery.) A complimentary advertisement for the printer in the hospitality book may help to reduce printing costs.

Other ways to cut expenses are to trade a one-page advertisement for special rates on motel rooms for guests or even free rooms. Send out your club's best negotiators to secure the best prices.

Budget and Finance:

A financial statement, with an accounting of income and expenses must be provided to the Cabinet within thirty (30) days of the close of the convention.

Policy **Note:** Funds are available through the Cabinet to be used as starter money, for contracts for the band, etc. Keep in mind a convention is not to be used by the host club as a profit-making project. Alternatively, they are not expected to lose money.

Select a Financial Chairperson:

Set up a separate checking account to handle all monies related to the convention. There will probably be more than \$15,000 passing through this account and all expenditures should require two signatures. A statement of income/expenses should be given on request to the Steering Committee at each meeting.

Budget Building: A budget needs to be determined which includes the following:

Income:

- Starter Money
- Registration Fees
- Charges for meals
- Advertising Sales--for the hospitality Book
- Raffle (approved by the Cabinet)

Expense:

- Delegate/Alternate/Guest Badges
- Cost of Meals
- Entertainment for Mix 'N Meet, Banquet
- Decorations and Flowers (both real and artificial)
- Gifts for International guest and spouse/family member
- Gift for speakers & spouse at Award Luncheon and Partners Luncheon
- Printing
- Necrology candles
- Place cards for seating at head table for luncheons and dinners
- A guest hospitality book for the MD-11 Council Chair
- Guest meals
- Housing for International guest at headquarters motel/hotel
- Cost of food for Past District Governors Coffee

Suggestions to help determine your event charges:

Registration Costs:	
Registration.....	\$ 5.00
Late registration fee.....	\$ 5.00
Mix 'N Meet.....	\$15.00
Awards Luncheon.....	\$15.00
Partners Luncheon.....	\$15.00
Banquet.....	\$20.00
Closing Brunch.....	<u>\$10.00</u>
Total cost of Hospitality Book (each)	\$65.00

The cost of your meals should determine the price of the event ticket. The price of the event ticket may need to be raised (or lowered). The final booklet price should ensure so that no monetary loss occurs to the host club.

Note: Make sure to place a deadline on registration and indicate: NO REFUNDS AFTER (DATE). Hospitality books for Lion spouses and Lioness should be the same price.

Cost of Meals:

Negotiate, negotiate, get the best price for meals, sometimes if you make out your own menu, the price will be reduced. Also, remember, a sit-down meal is more expensive than a buffet. A real effort needs to be made to keep up the quality of the meals and the price reasonable. Try to achieve contracts with those who will be providing food service that will enable the budget to keep the price of Hospitality books in the range of \$60-\$65.

Events Information:

Entertainment:

It is best to have this only at the Mix 'N Meet; if you have entertainment at the Banquet it is suggested to have dinner music by a local pianist with a small gratuity. You may wish to also provide entertainment at the Partners Luncheon.

Decorations & Flowers:

- The Convention Lion Tamer(s) should be responsible for providing and moving the gavel, bell, American flag and if available the set of International Flags from event to event. The Lion Tamer(s) may also have responsibility for moving the head table centerpieces.
- Use the flags and banners as decorations for the Banquet and rotate any flower arrangements you have for the other events.
- Seedlings to be given at the Necrology Service may be obtained through the National Forest Service or Department of Natural Resources in your area.
- Use real flowers for the Banquet and Necrology if possible, (first try to determine if anyone being seated at the head table is allergic to real flowers). If you can arrange to have someone make artificial flower arrangements, they may be used as needed at meals and given as door prizes at the Closing Brunch.
- Place cards for luncheons and dinners for the head table may be hand-made by anyone with talent for calligraphy or who may be able to produce them on a home computer/printer. Token gifts may also be used at each place setting at the head table.

Printing:

Generate funds to offset printing costs by: selling advertising for the hospitality book:

Full Page	\$25.00
Half Page	\$15.00
One-third Page	\$10.00

Solicit support from local businesses. List their names in the hospitality book for \$10.00-\$25.00 Ask for donations from local stores for gifts, flowers. Keep in mind each large chain store, (K-Mart, Wal Mart, Econo Foods, etc.) have a monthly budget to include donations. You will need to get your name on their list early as there may be other events scheduled for the same time as the convention, and they will have a limit as to how much and how many groups they will support each month.

Do as much of the work through the club members as possible such as typing copy to submit to the printer; make small gifts for the Partners Luncheon, etc.

If possible do not pay for newspaper advertising. Check with your local paper on how to write a news release that will be printed without charge.

Guest hospitality books for MD-11 Governors:

A hospitality book is provided only for all MD-11 Council Chair who attends the convention – but not for their spouse. The other MD-11 District Governors pay for their room and the hospitality book for themselves and their spouse. These guests should be housed at the convention headquarters.

As host, you will pay for hospitality books and a room for the guest speaker and spouse. Make every effort to get complementary rooms. One room could be free from the motel/hotel in exchange for a full page advertisement in the hospitality book. Always put the guests in the convention headquarters motel/hotel.

The host committee, unless you get a complimentary room, pays for the rooms and the hospitality books for the Governor and spouse.

Guest meals:

The meal is provided for any guest speaker at the Awards Luncheon (mayors, etc.). Cost of food for Past District Governors Coffee: Coffee, juice and rolls, etc.

Meeting Breaks:

Coffee, rolls or soda should be made available during the day between meetings

Freebie Bags:

Have these made up and available at the registration area. The committee should plan on soliciting items for these bags. Ideas are: maps, pens, paper pads, combs, candy, etc.; check with credit unions, banks and large companies, grocery stores, insurance companies, etc.

Necrology Service:

If you wish to hire a piper to play the bagpipes you may find a local person or contact Lion Jim Law of the Wells Lions Club. Lion Jim will play for \$50 plus his meal and his spouses if she attends. (906) 786-8740. If a member(s) of the Lions of Michigan All-State Band participate, their meal is paid by the committee.

Closing Luncheon - Adjournment:

If you have a drawing at the close of the convention for table decorations, and donated gift items, have a committee solicit them from local businesses. It would be appropriate to tag each item as to who donated it and include their address. Convention adjourns.

Publicity and Advertising:

International will send the local club Convention Chair a package of information on your assigned guest speaker. Use this to place a news-release in your local newspaper. Use the free TV ad., also.

In addition to what International provides you will want to write a news-release for the local newspaper about two to three-months before the convention.

- Make sure that the motels and hotels and other convention sites put the Lions Meeting in Convention notice on their marquee.
- Use local radio stations to advertise the coming event.
- Prepare posters and signs for the event locations to guide attendees. Provide maps of the convention area.
- Have a local photographer, or a designated person, document the convention through photographs and/or a video.
- Work with the registration committee on the program covers and hospitality books.
- Assist with the registration packs and at the registration desk.

Mix 'N Meet:

- Arrange for a band or other entertainment for the evening.
- This should be a fun evening and dress should be comfortable. Plan on at least 250 people for this event. A buffet is always nice, avoid a menu of cheese and crackers as that can become expensive. Remember people always judge a convention by how much food there is and how good it is.
- A cash bar, or free beer and pop and cash drinks.
- Don't forget to sign contracts for the band and note if their set-up time is included in the price.
- If the Mix 'N Meet is somewhere other than at the convention site, have monitors and transportation available for those who may drink too much.
- This is a good time to have 50/50 raffles, or other raffles, if approved.
- A program or agenda is not needed for this event.
- Consider using a theme for the evening
- A non-smoking room is a must.
- This event is usually held on Friday evening and runs to about 10 p.m. or later.
- If you are having a younger group of Lions for the convention, plan your entertainment appropriately. And you may need to have baby-sitters available if people bring young children.
- Bands need to be hired a year in advance.
- You should have a few Lions available for crowd control.
- Make sure there are enough tables and chairs for the evening.